Florida Courts E-Filing Portal

E-Filer Manual

Prepared by: Florida Court Clerks & Comptrollers
4/24/2015

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Introduction

The purpose of this user manual is to provide you, the E-Filer, with information necessary to electronically file court case documents via the Florida Courts E-Filing Portal – commonly referred to as the "Portal". This User Manual will step you through the process of registering as a new E-Filer, managing your User Account, filing documents through the Portal, generating reports and making payments for filings submitted via the Portal.

As with documentation for any new system being deployed, this document will be revised as necessary to reflect modifications and enhancements to the Portal.

Video Tutorials

WebEx video tutorials are available on the Florida Courts E-Filing Portal website (https://www.myflcourtaccess.com/authority/trainingvideos.html) covering all common E-Filing tasks. These videos may be used in conjunction with this manual for maximizing E-Filing orientation and education.

E-Filing Videos

- New Filer Roles Coming September 22, 2014
- Florida Courts E-Filing Portal - Coming Attractions for October 24, 2014

Attorney E-Filing Instructional Videos

- Welcome to the Florida Courts E-Filing Portal - 8 mins (6/20/14)
- Florida Courts E-Filing Portal Documentation - 4 mins (3/17/14)
- Florida Courts E-Filing Portal - Registration Page - 5 mins (6/23/14)
- Florida Courts E-Filing Portal - My Profile - 5 mins (6/25/14)
- Florida Courts E-Filing Portal - My Filings - 5 mins (10/22/14)
- Florida Courts E-Filing Portal - My Cases - 10 mins (6/4/14)
- Florida Courts E-Filing Portal - E-Filing Map - 2 mins (5/20/14)
- E-Filing to a New Case
- Florida Courts E-Filing Portal – Filing to an Existing Case - 15 mins (10/22/14)
- Florida Courts E-Filing Portal - Fees and Payments - 4 mins (6/5/14)
- File to the Florida Supreme Court - 11 mins (3/17/14)
- File to the 2nd DCA - 9 mins (3/17/14)
- Creating the E-Service List - 15 mins (6/20/14)
- Florida Courts E-Filing Portal – Pending Queue - 10 mins (10/22/14)
- E-Portal Filer Training - 44 mins (3/26/14)
- Appellate E-Filing Updates - 42 mins (3/27/14)
- Florida Courts E-Filing Portal – News & Information Section - 5 mins (10/9/14

Suggested E-Filing How-To's

- Florida Courts E-Filing Portal – Filing Large Documents - 10 mins (10/22/14)
- Florida Courts E-Filing Portal - The Email Log - 5 mins (5/21/14)
- Portal News and Information - 3 mins (3/14/14)
- Florida Courts E-Filing Portal - Forgot Password - 1 min (6/26/14)
- Florida Courts E-Filing Portal - Portal Administrator of Organization- 10 mins (9/29/14)

- Florida Courts E-Filing Portal – Request Support- 2 mins (6/25/2014)
- Florida Courts E-Filing Portal – Appellate Workbench - 6 mins (6/5/2014)
- Florida Courts E-Filing Portal – Organization Filings- 4 mins (6/5/2014)

Clerk E-Filing Videos

- The Clerk as a Filer - 11 mins (9/10/14)
- Florida Courts E-Filing Portal - The Clerk Filing a Notice of Appeal - 7 mins (6/26/14)

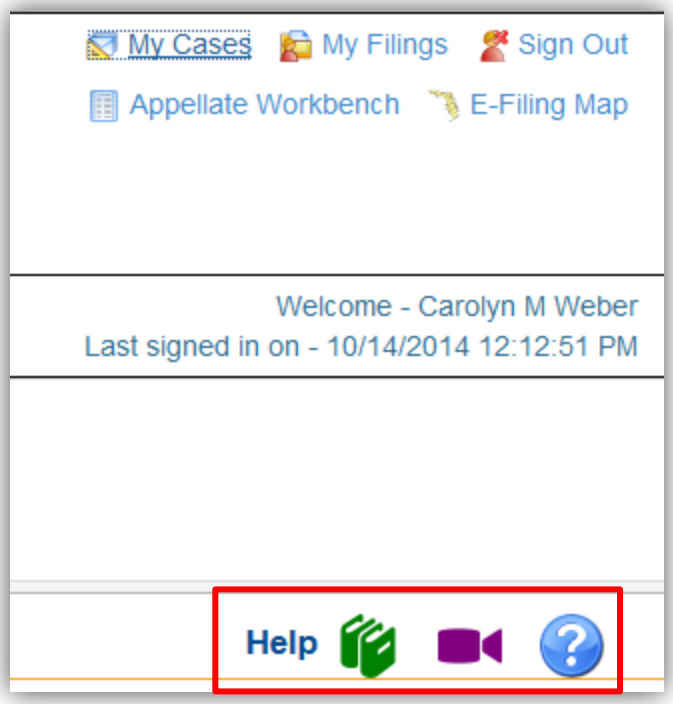
Videos for the Judicial User

- The Judicial Filer - 20 mins (6/17/14)
- Judicial Filer - Pending Queue - 10 mins (6/20/14)

Videos for the Self-Represented Litigant

- Florida Courts E-Filing Portal - Getting Started for the Self-Represented Litigant - 14 mins (8/25/14)
- Florida Courts E-filing Portal - Existing Case - 13 mins (6/27/14)
- Florida Courts E-Filing Portal – Filing a New Case - 15 mins (6/27/14)

A YouTube training video, a link to the User Manual and a FAQ document are also on each page of the Portal. The training video and FAQ document apply only to the page it is on for a quick reference guide. The links are located on the right hand side of the banner as shown below.



Training Manuals & Materials

Also available on the Florida Courts E-Filing Portal webpage are Training Materials and Manuals.

Materials

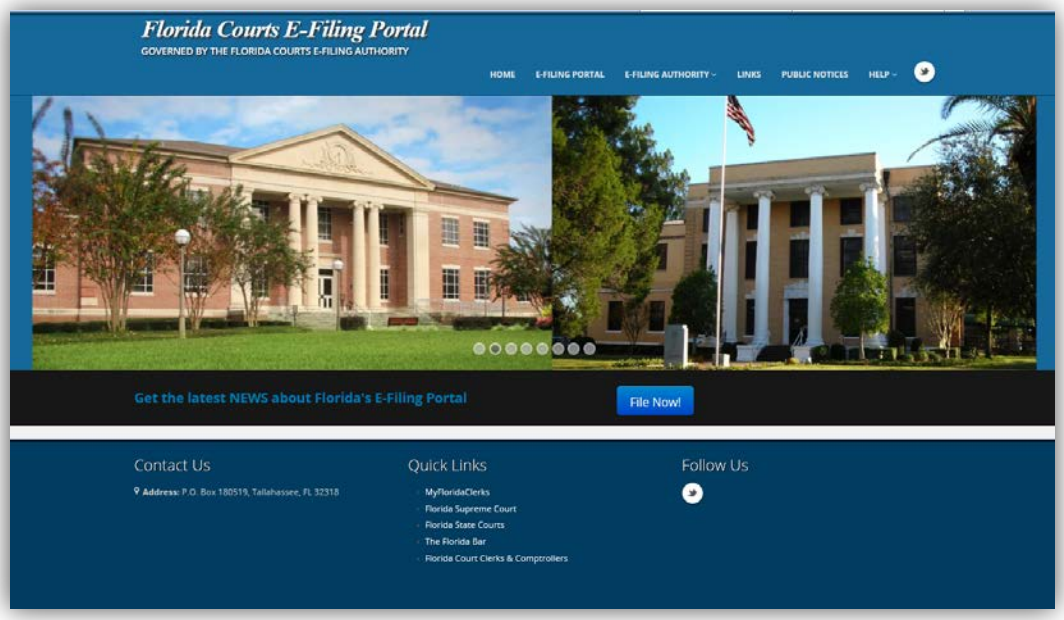
- E-Filing How To Handout
- E-Service/E-Filing Powerpoint (Flabar.org)
- Florida Bar letter to Clerks for pro hac vice process
- Florida Bar Process for Filing Pro Hac Vice (Flabar.org)
- Clerk Tasks to Complete Criminal E-filing Interface
- November Conference E-Filing powerpoint
- E-Service FAQs
- Quick Reference Guide to Appellate Drop-Down Options
- Request for Criminal-Civil Docket Descriptions
- Florida Courts E-Filing Authority Public Records Requests Policy - 10/2014

Manuals

- e-Portal Document Submission Standards
- Portal Administrator User Manual -September 2014
- E-Filing User Manual (includes information for appellate e-filing) -revised October 2014
- Document Binary File Name Standards
- AOSC 09-30 Electronic Filing Specifications
- Florida Supreme Court Standards for Electronic Access to Florida's Courts v. 14 - adopted May 2014
- E-Service User Guide -updated July 2014
- E-Portal/Electronic Service List Web-Service Operations User Guide
- Replacing Attorneys on E-Service Lists
- Self-Represented Litigant E-Filer Manual - July 2014

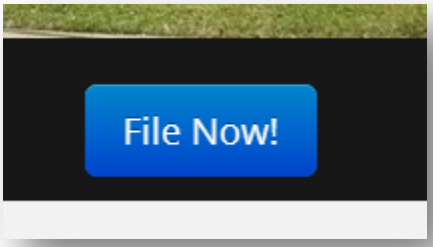
Account Registration

Prior to utilizing the Florida Courts E-Filing Portal filers must create an account. Filers can access the Portal's log-in page, by typing the following URL into their web browser: www.myflcourtaccess.com. Filers will be directed to the Florida Courts E-Filing Portal page.



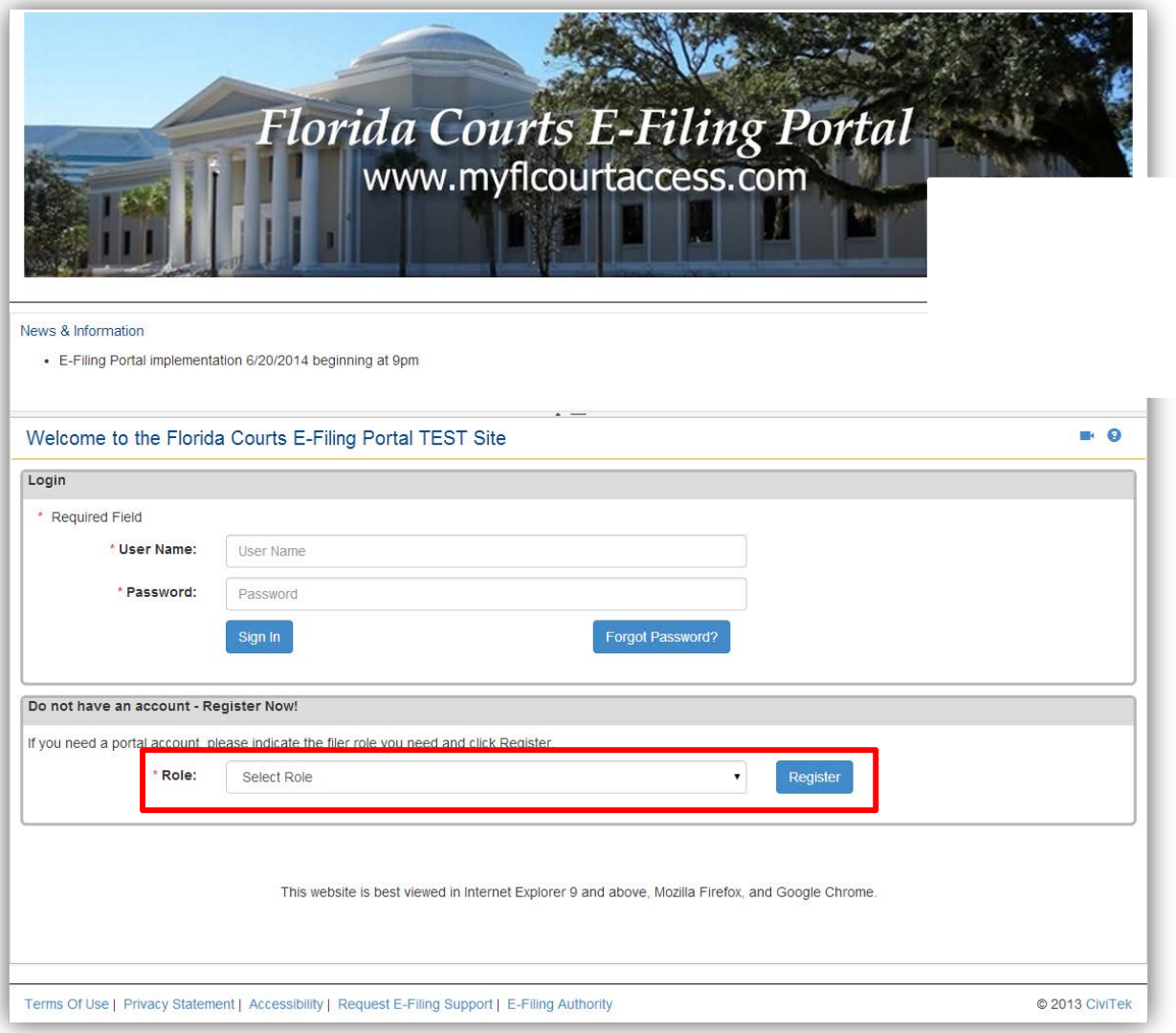
Create an Account

To begin the account creation process**,** click on **File Now!**



That will take you to the Welcome Page to the Florida Courts E-Filing Portal.

Select your filer role from the drop down and click on the '**Register**' button.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
News & Information
• E-Filing Portal implementation 6/20/2014 beginning at 9pm
Welcome to the Florida Courts E-Filing Portal TEST Site
Login
* Required Field
* User Name:
User Name
* Password:
Password
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.
Terms Of Use | Privacy Statement | Accessibility | Request E-Filing Support | E-Filing Authority
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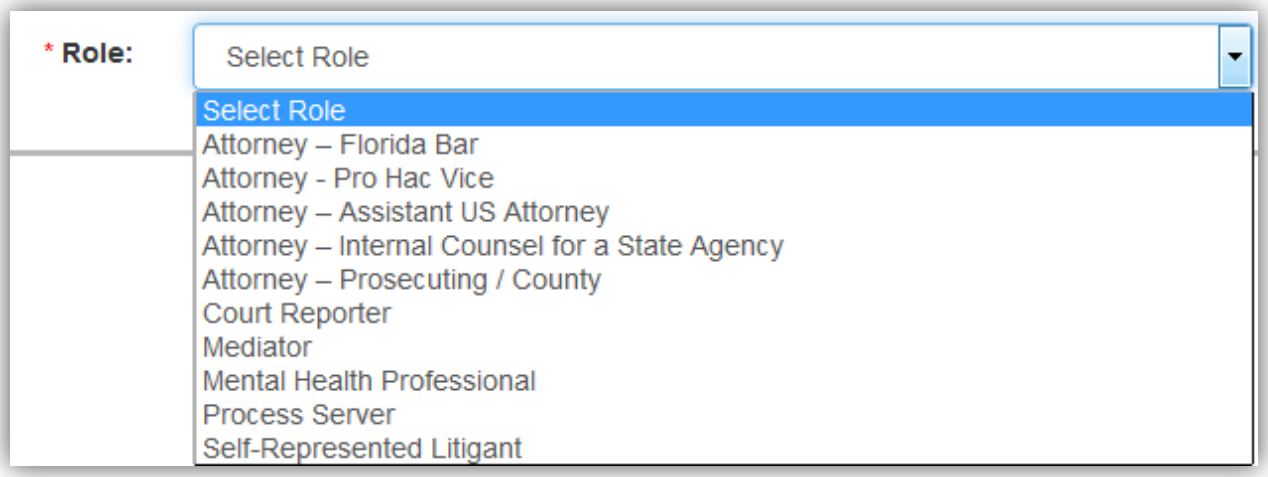
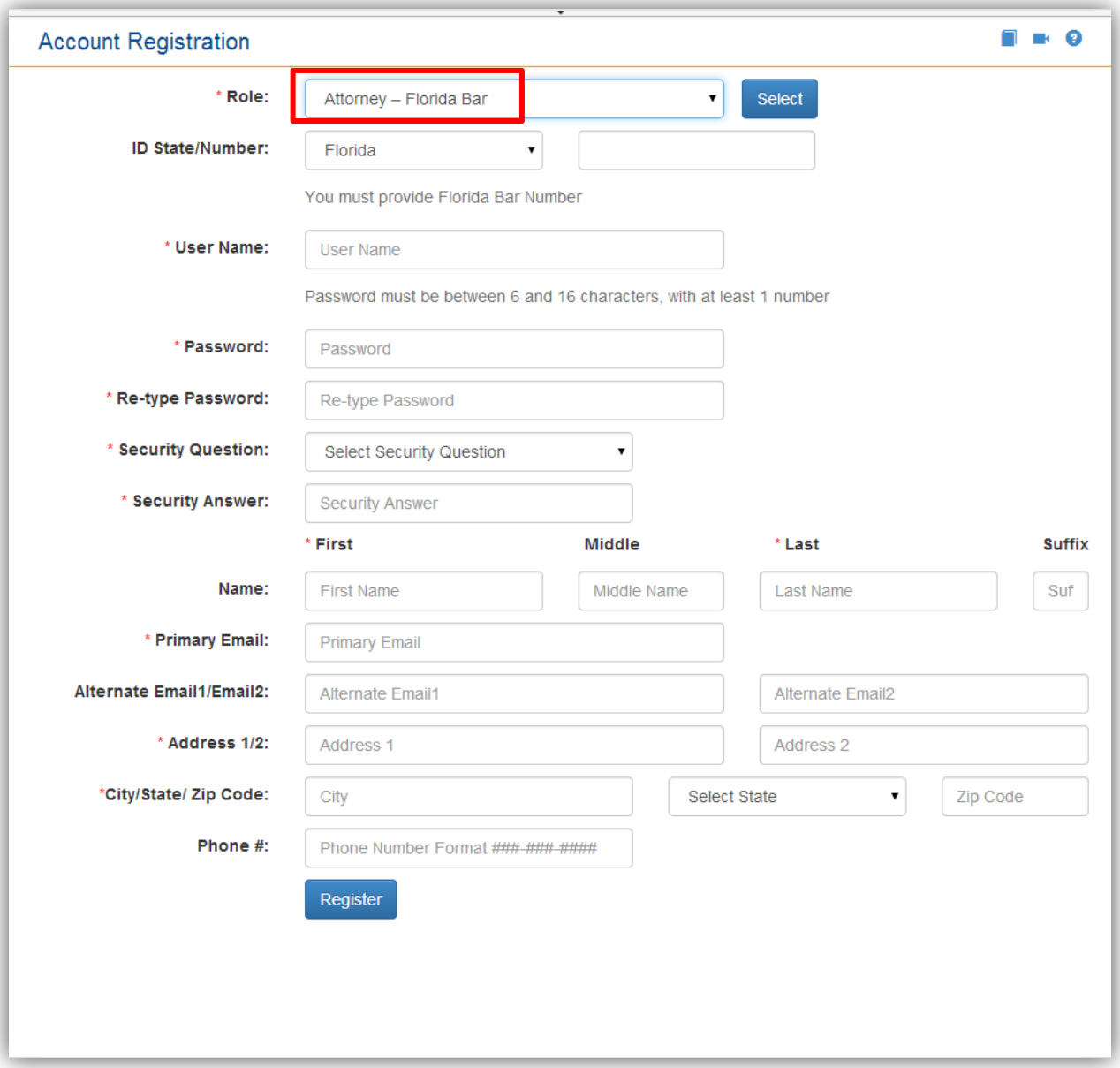
Filers will be directed to the Account Registration page based on the filer role you select.



Attorney Filer Roles

For the Attorney filer role you will see this registration page:



Filers will be prompted to complete all available fields on the page. Required fields are indicated with a red asterisk.

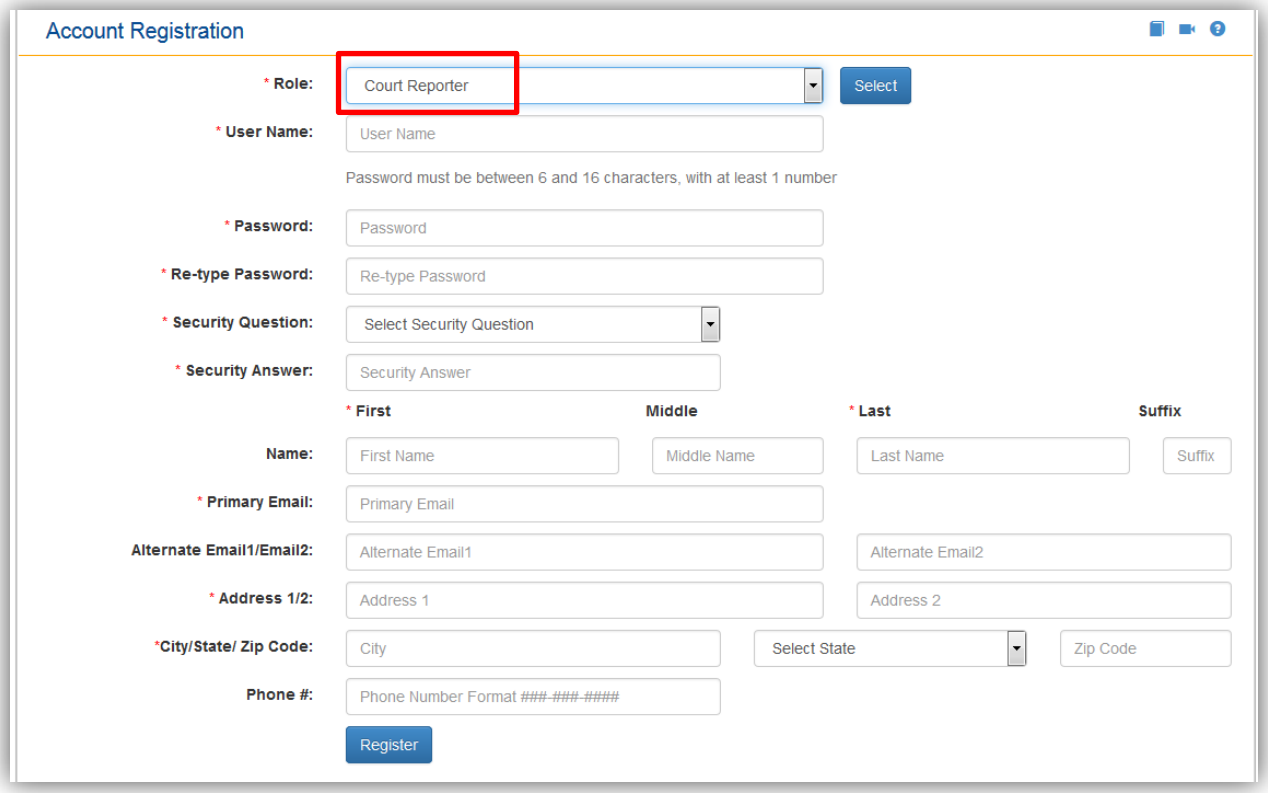
1. Next to the **Role** drop down click on Select. A Florida Bar Number is required.
2. Filers are required to enter a user name and password and confirm their password selection by retyping it. The requirements for creating a valid password appear above the password field.
3. Filers are required to select a security question from the drop down menu and provide an answer to it.
4. Filers are required, at a minimum, to enter their first and last name along with a primary email address. To receive a quick automated approval, be sure that the name you register matches the name that you have listed with The Florida Bar. If the name does not match, manual approval will be necessary and a delay in registering may occur. All notifications to the filer are

sent via email. The Portal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.

Click on **Register** once all information is entered.

Court Reporter Filer Role

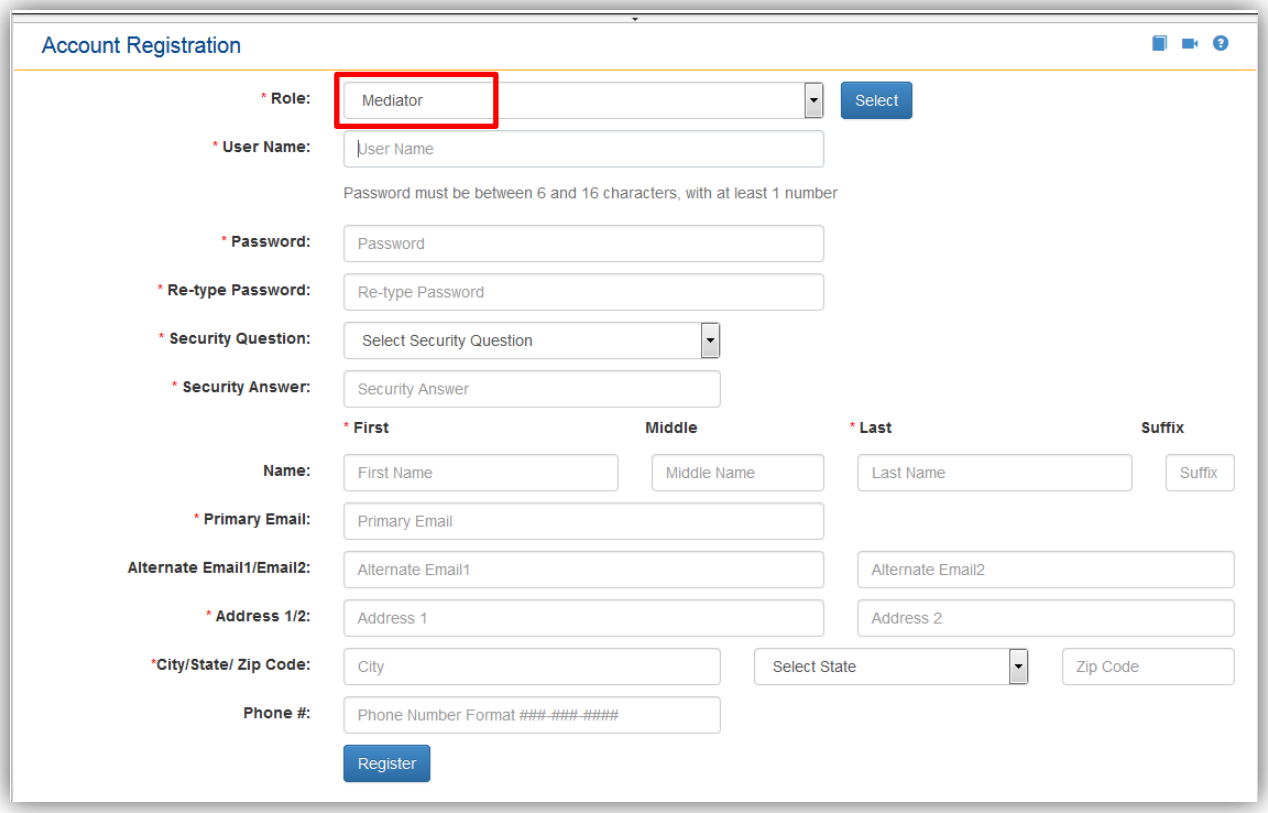
For the Court Reporter filer role you will see the following registration page. Complete the registration information form and click on **Register**.



When filing as a Court Reporter, you will have access to file specific documents to a case. You will not have access to the official court file on the My Filings page and you will not have access to the My Cases page nor be added to the E-service List.

Mediator Filer Role

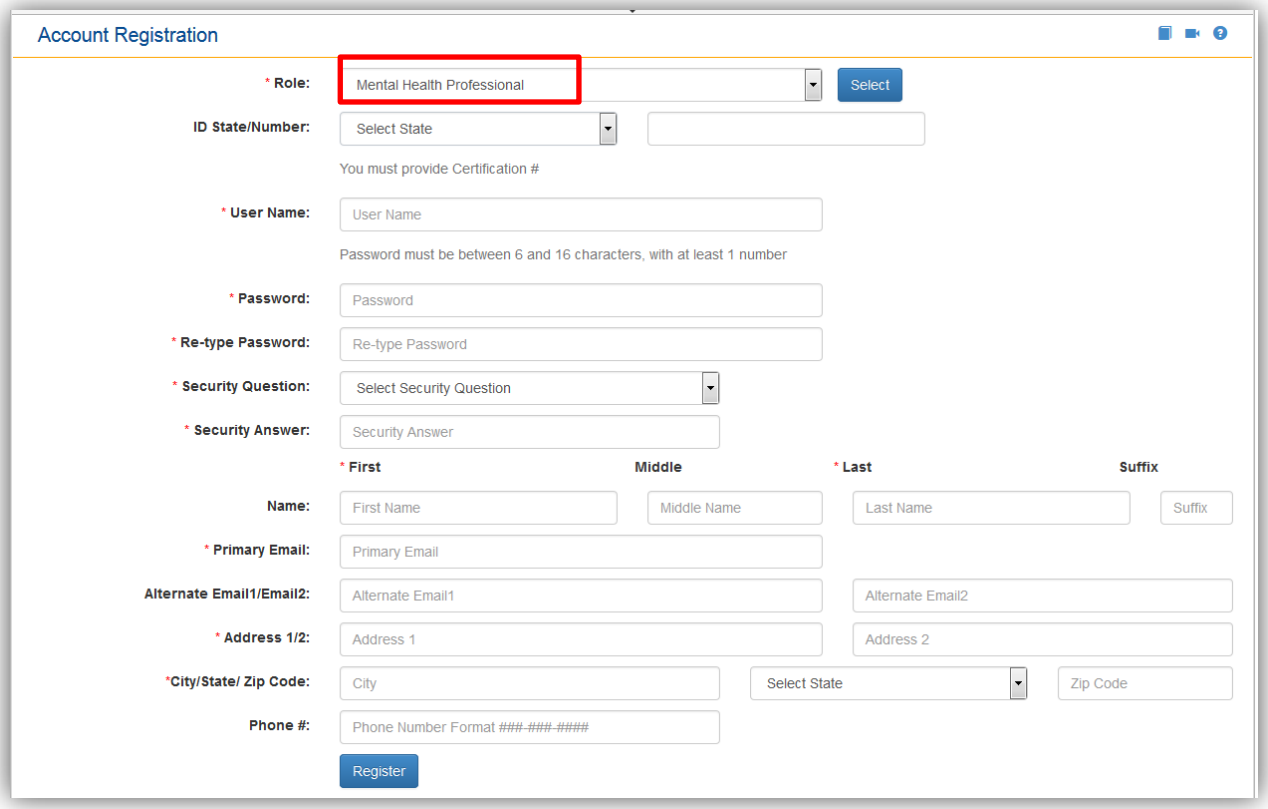
For the Mediator filer role you will see the following registration page. Complete the registration information form and click on **Register**.



When filing as a Mediator, you will have access to file specific documents to a case. You will not have access to the official court file on the My Filings and the My Cases page and you will not be added to the E-service List.

Mental Health Professional Filer Role

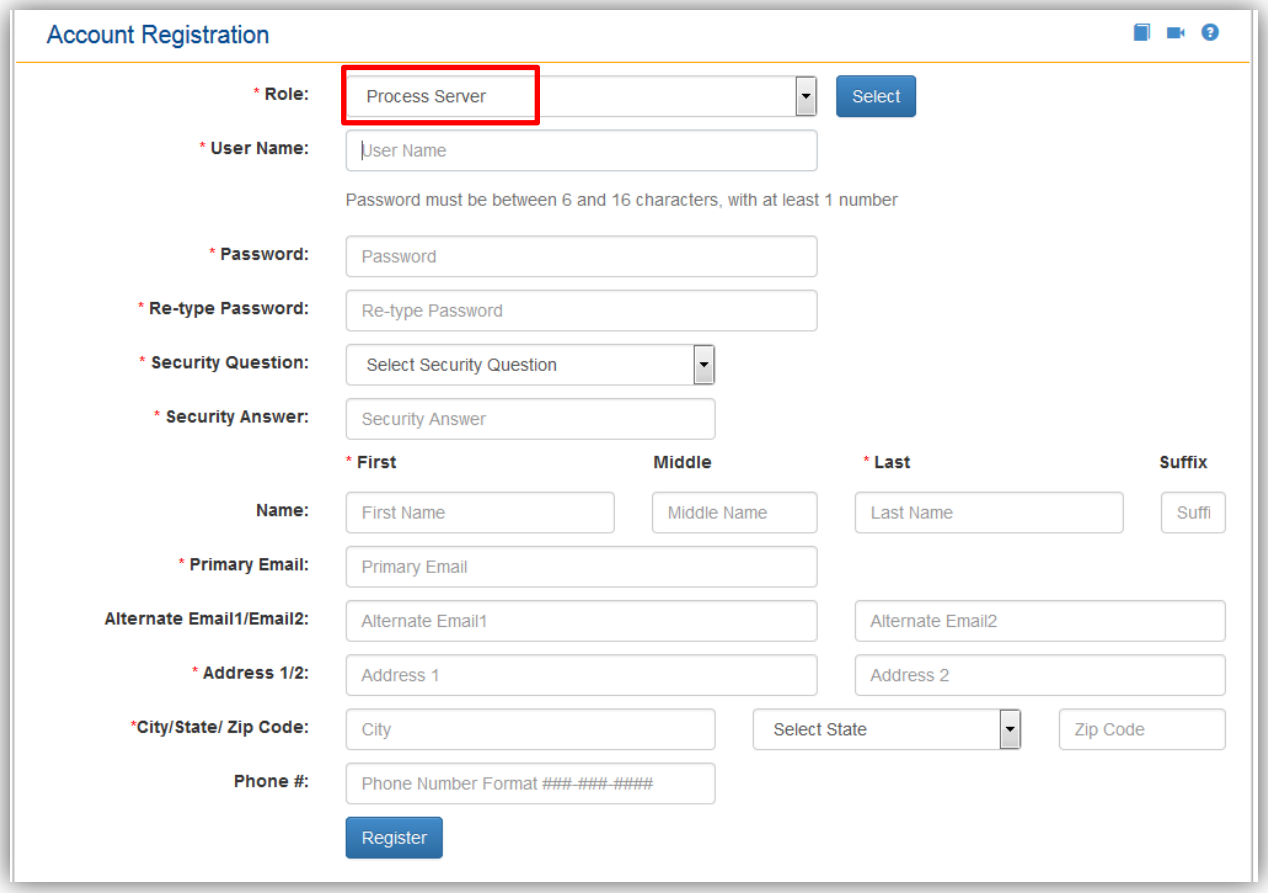
For the Mental Health Professional filer role you will see the following registration page. Complete the registration information form and click on **Register**.



When filing as a Mental Health Professional, you will have access to file specific documents to a case. You will not have access to the official court file on the My Filings page and you will not have access to the My Cases page nor be added to the E-service List.

Process Server Filer Role

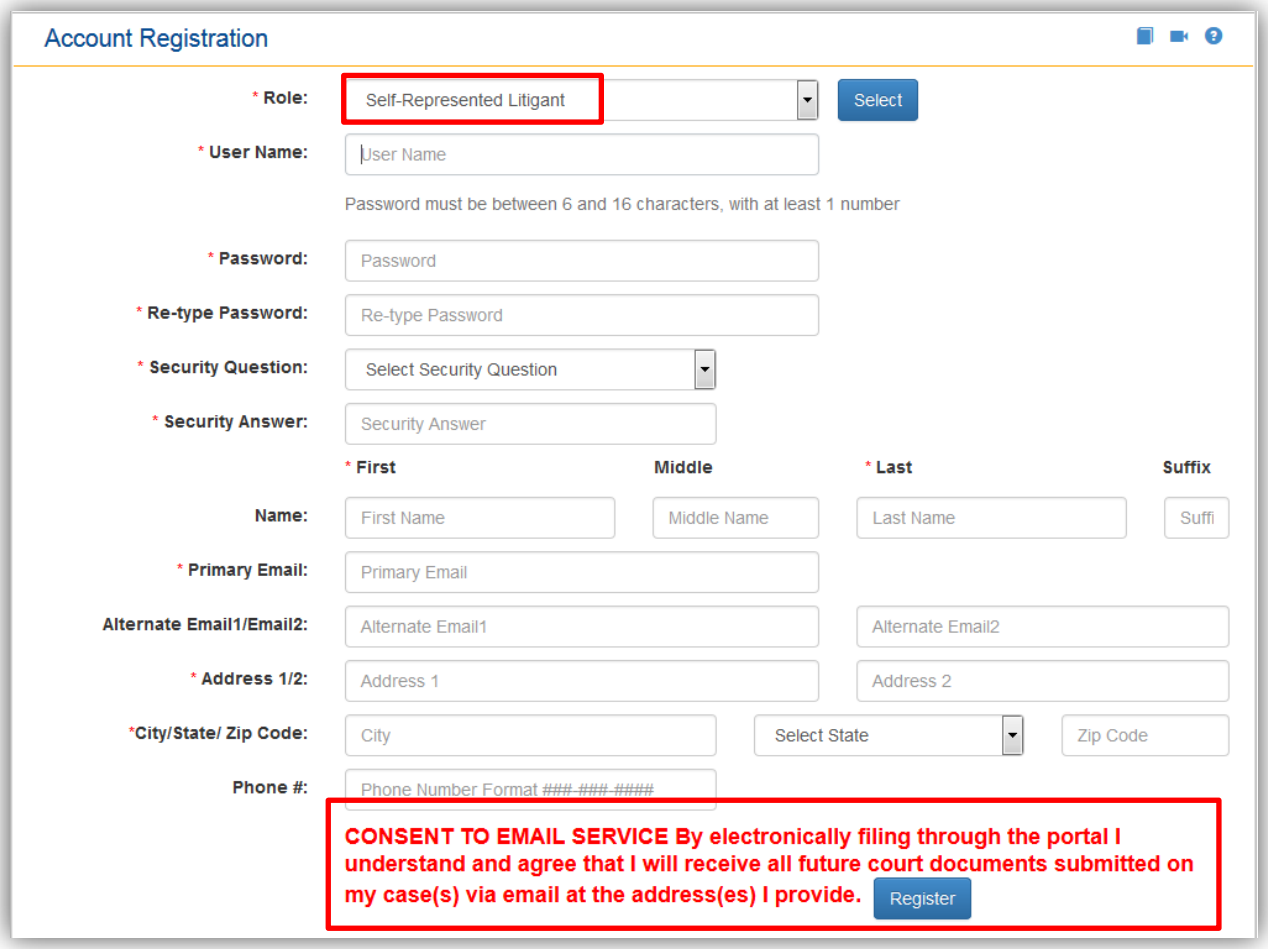
For the Process Server filer role you will see the following registration page. Complete the registration information form and click on **Register**.



When filing as a Process Server, you will have access to file specific documents to a case. You will not have access to the official court file on the My Filings page and you will not have access to the My Cases page nor be added to the E-service List.

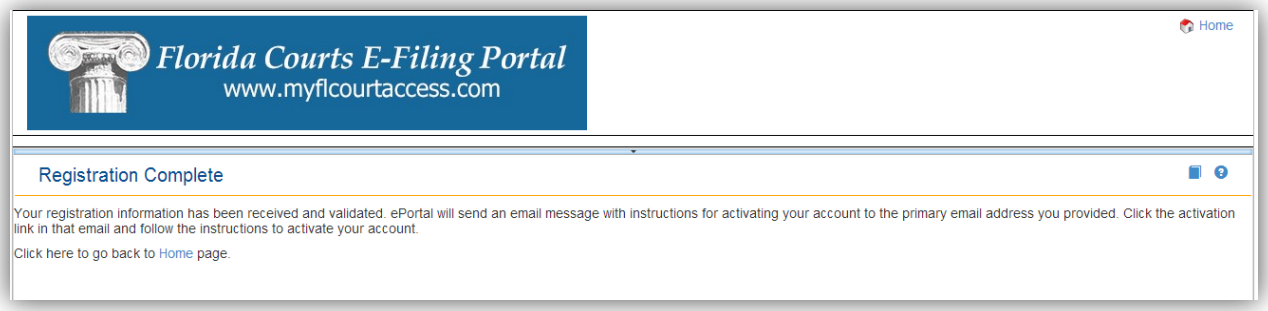
Self-Represented Litigant Filer Role

For the Self-Represented Litigant filer role you will see the following registration page. Complete the registration information form and click on **Register**.



Please Note: By electronically filing through the Portal, you are agreeing to receive service of all future court documents submitted on your cases by email at the addresses provided in your Account Registration form.

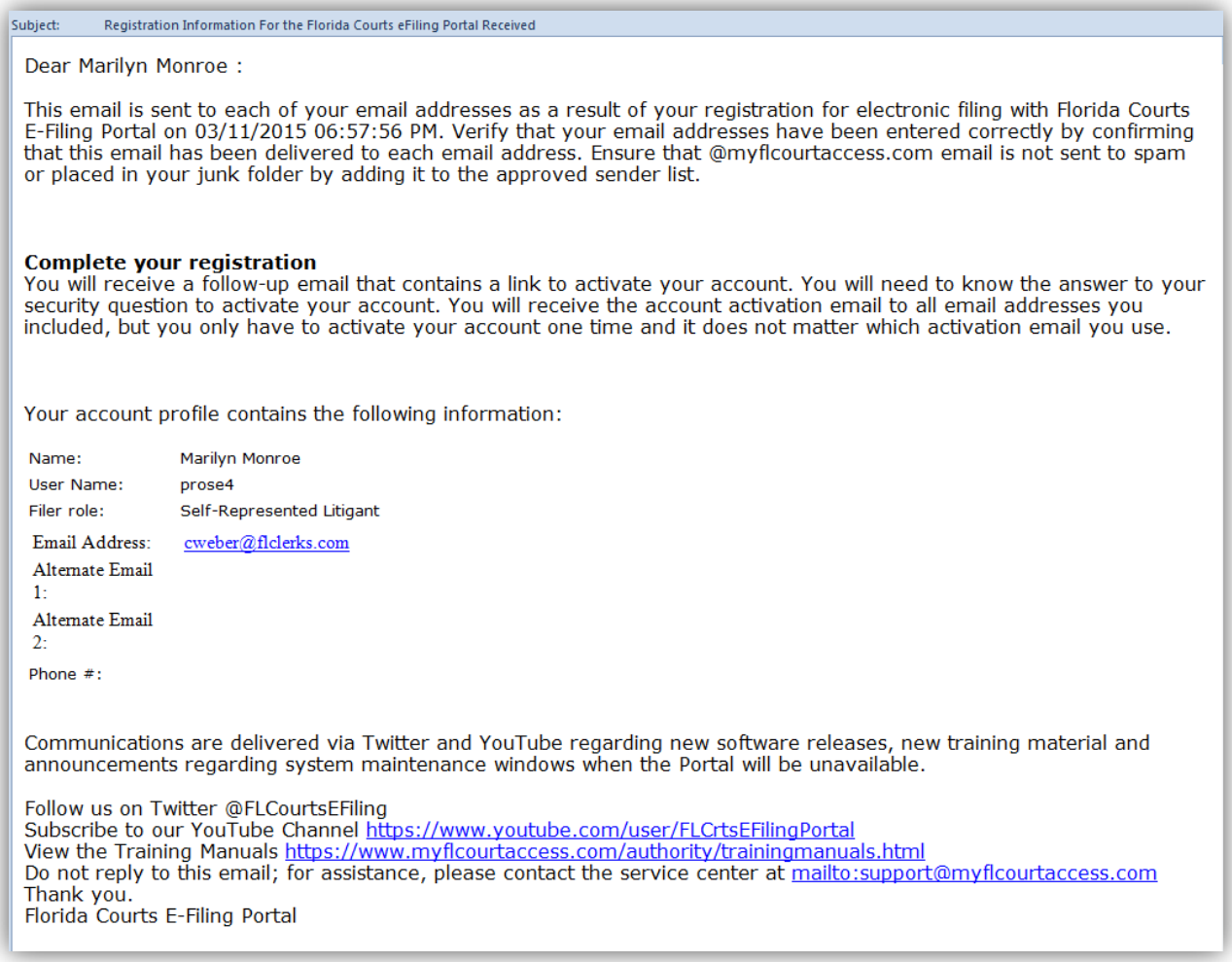
Upon successful registration filers will be taken to the **Registration Complete** page.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
Home
Registration Complete
Your registration information has been received and validated. ePortal will send an email message with instructions for activating your account to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.
Click here to go back to Home page.

Email Notifications:

Filers will receive two (2) separate email notifications.

1. The first email notification provides the Filer with confirmation that the registration process was successful and provides the filer with profile information entered during the registration process. If the registration requires review by Portal Support before approval the e-mail notification will indicate that the registration is pending approval. Once approved by Portal Support the filer will receive the emails regarding approval and activation.



Subject: Registration Information For the Florida Courts eFiling Portal Received

Dear Marilyn Monroe :

This email is sent to each of your email addresses as a result of your registration for electronic filing with Florida Courts E-Filing Portal on 03/11/2015 06:57:56 PM. Verify that your email addresses have been entered correctly by confirming that this email has been delivered to each email address. Ensure that @myflcourtaccess.com email is not sent to spam or placed in your junk folder by adding it to the approved sender list.

Complete your registration
You will receive a follow-up email that contains a link to activate your account. You will need to know the answer to your security question to activate your account. You will receive the account activation email to all email addresses you included, but you only have to activate your account one time and it does not matter which activation email you use.

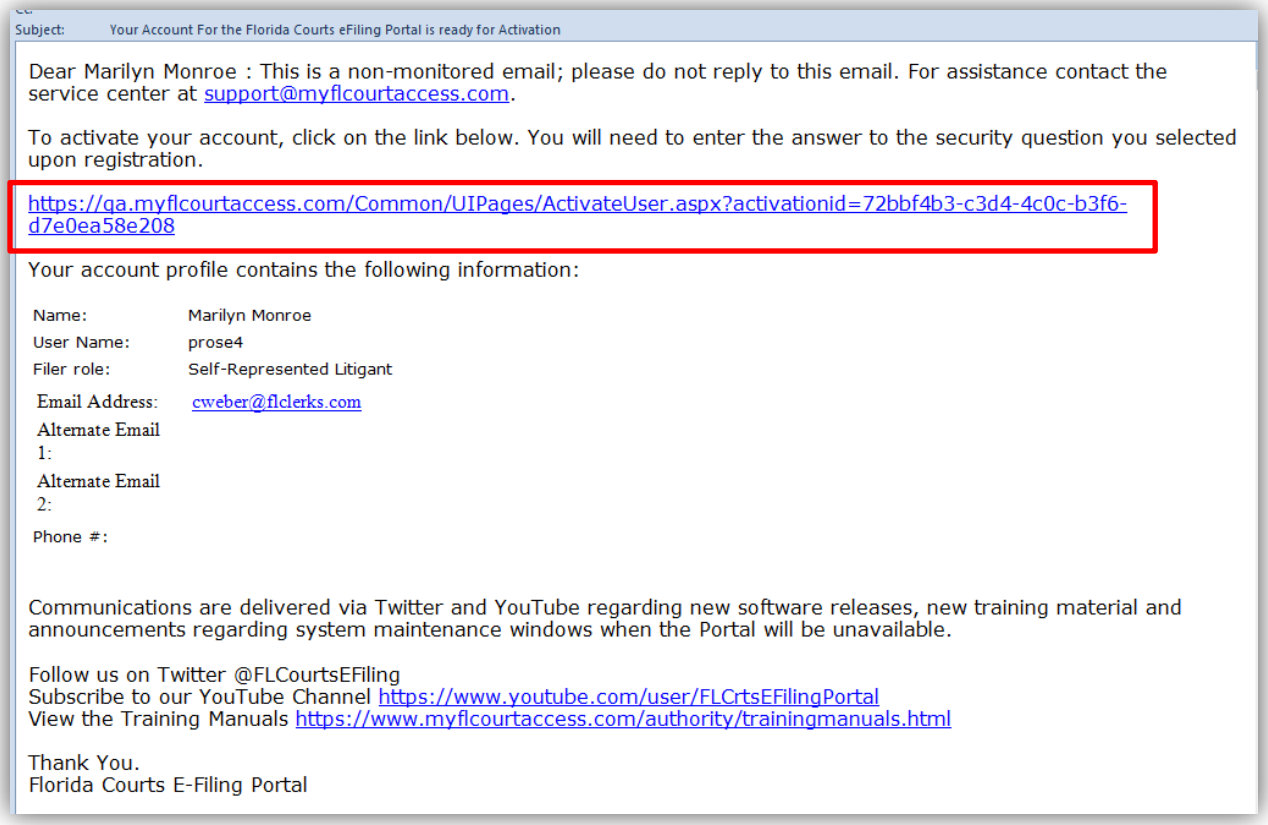
Your account profile contains the following information:

Name:	Marilyn Monroe
User Name:	prose4
Filer role:	Self-Represented Litigant
Email Address:	cweber@flclerks.com
Alternate Email 1:	
Alternate Email 2:	
Phone #:	

Communications are delivered via Twitter and YouTube regarding new software releases, new training material and announcements regarding system maintenance windows when the Portal will be unavailable.

Follow us on Twitter @FLCourtsEFiling
Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal
View the Training Manuals https://www.myflcourtaccess.com/authority/trainingmanuals.html
Do not reply to this email; for assistance, please contact the service center at mailto:support@myflcourtaccess.com
Thank you.
Florida Courts E-Filing Portal

2. The second email notification provides the filer with an activation link which the filer must click on to complete the registration process.



Subject: Your Account For the Florida Courts eFiling Portal is ready for Activation

Dear Marilyn Monroe : This is a non-monitored email; please do not reply to this email. For assistance contact the service center at support@myflcourtaccess.com.

To activate your account, click on the link below. You will need to enter the answer to the security question you selected upon registration.

https://qa.myflcourtaccess.com/Common/UIPages/ActivateUser.aspx?activationid=72bbf4b3-c3d4-4c0c-b3f6-d7e0ea58e208

Your account profile contains the following information:

Name:	Marilyn Monroe
User Name:	prose4
Filer role:	Self-Represented Litigant
Email Address:	cweber@flclerks.com
Alternate Email 1:	
Alternate Email 2:	
Phone #:	

Communications are delivered via Twitter and YouTube regarding new software releases, new training material and announcements regarding system maintenance windows when the Portal will be unavailable.

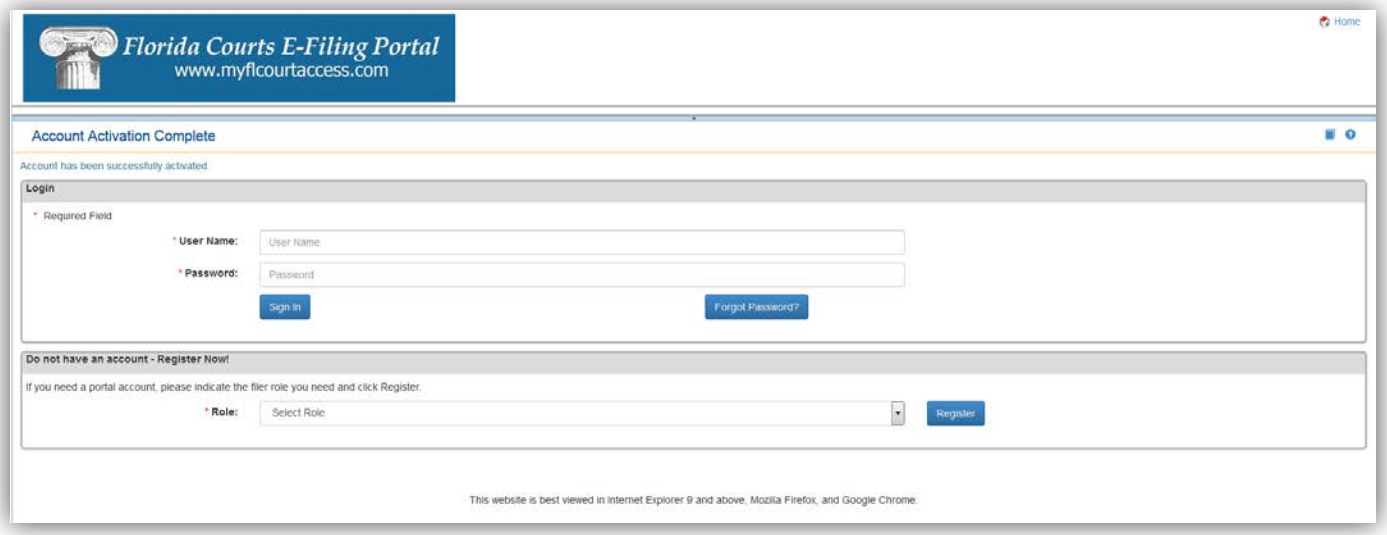
Follow us on Twitter @FLCourtsEFiling
Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal
View the Training Manuals https://www.myflcourtaccess.com/authority/trainingmanuals.html

Thank You.
Florida Courts E-Filing Portal

Clicking the link provided in the email takes the filer to the **Account Activation** page.

Filers must verify their identity by answering the Security Question shown in the drop down menu that they selected during the registration process. Then click **Activate** to complete this step.

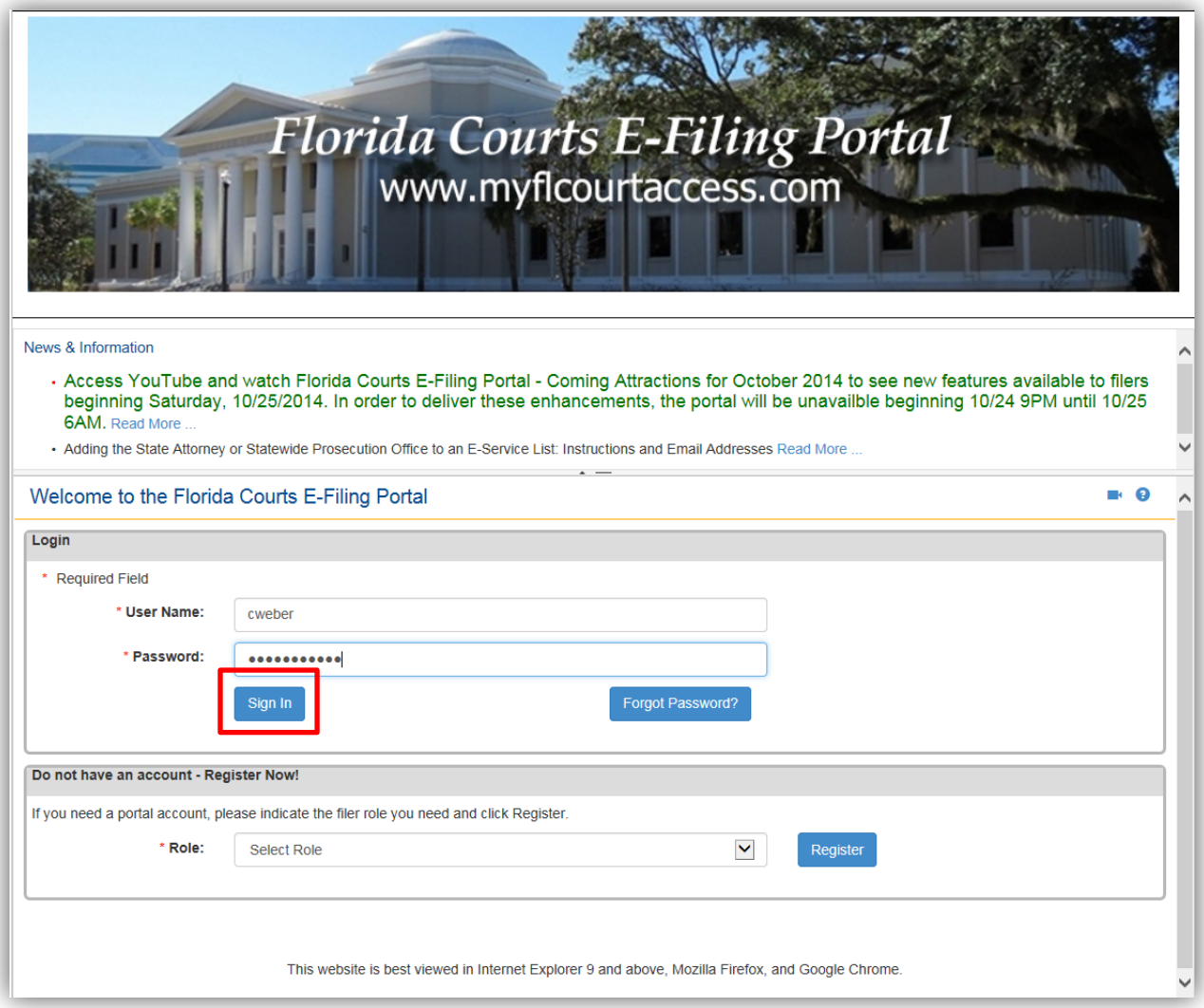
The filer is then notified that their Account Activation is Complete and their account has been successfully activated and taken to the log on screen for the Portal where they will type in their user name and password. Then click on **Sign In** to enter the Portal.



Portal Navigation

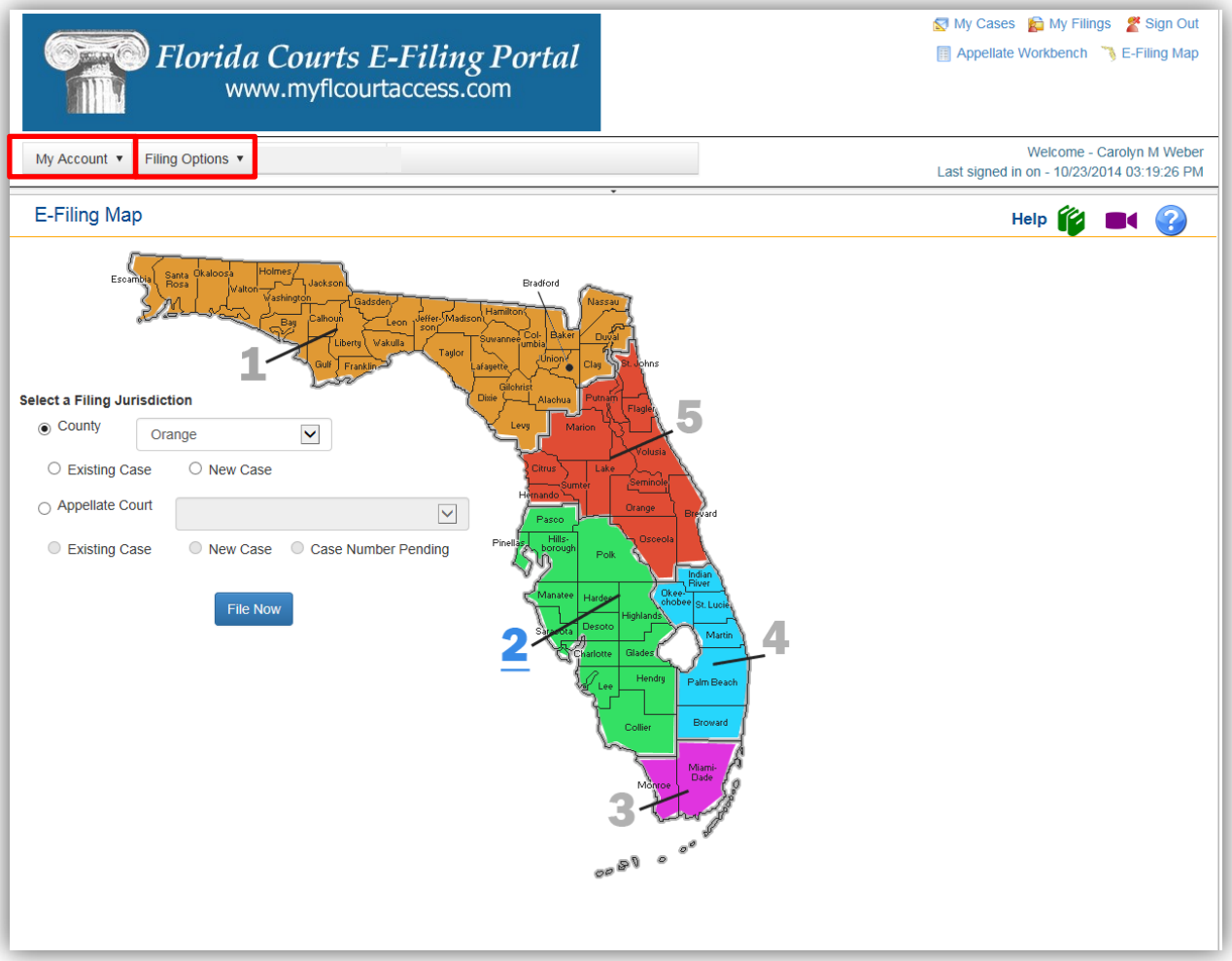
Once the account is activated, users can return to the Portal home / log-in page at www.myflcourtaccess.com.

Filers will enter their **User Name** and **Password** and click **Sign In** to enter the portal.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
News & Information
Access YouTube and watch Florida Courts E-Filing Portal - Coming Attractions for October 2014 to see new features available to filers beginning Saturday, 10/25/2014. In order to deliver these enhancements, the portal will be unavailble beginning 10/24 9PM until 10/25 6AM. Read More ...
Adding the State Attorney or Statewide Prosecution Office to an E-Service List: Instructions and Email Addresses Read More ...
Welcome to the Florida Courts E-Filing Portal
Login
* Required Field
* User Name:
cweber
* Password:
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

Administrative Links

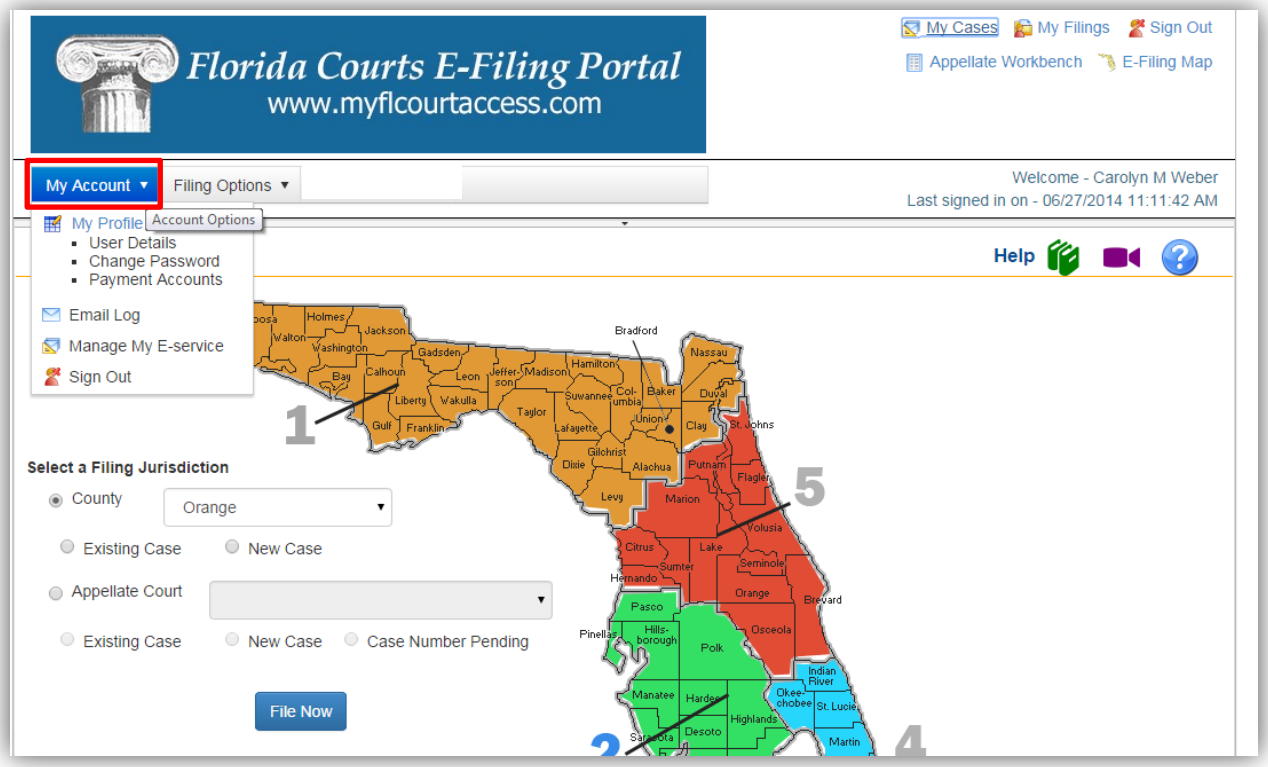
Once the filer is logged in they are immediately taken to the **Main** page or the **E-Filing Map**. The Main page presents filers with two menus: (1) the **My Account** menu and (2) the **Filing Options** menu located on the upper left side of the page. The functionality associated with these two menus allows filers to make changes to their profile / account and submit filings.



My Account

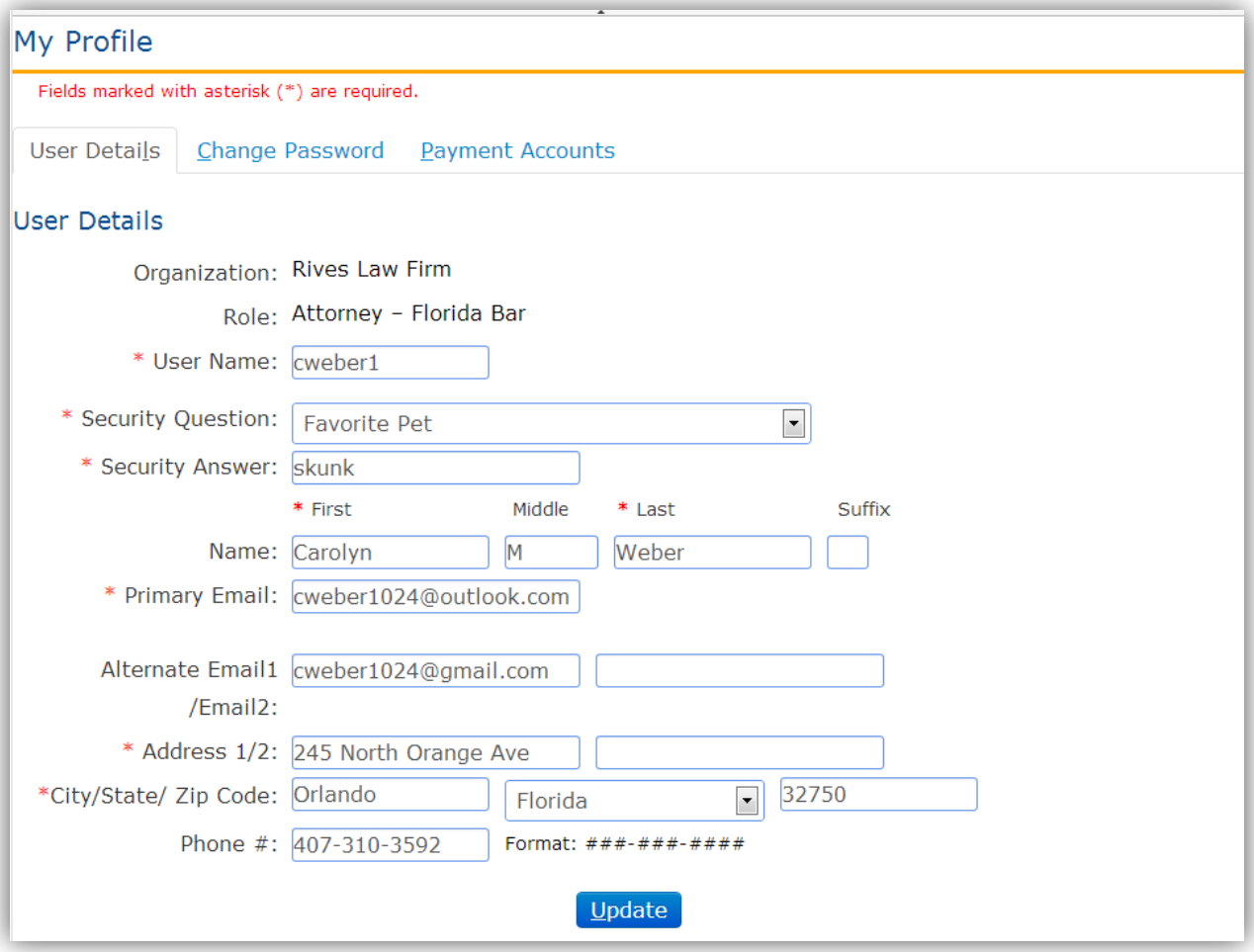
My Profile

Choosing **My Profile**, from the drop down provides filers with the ability to manage their account information using **User Details, Change Password** and **Payment Accounts**.



User Details

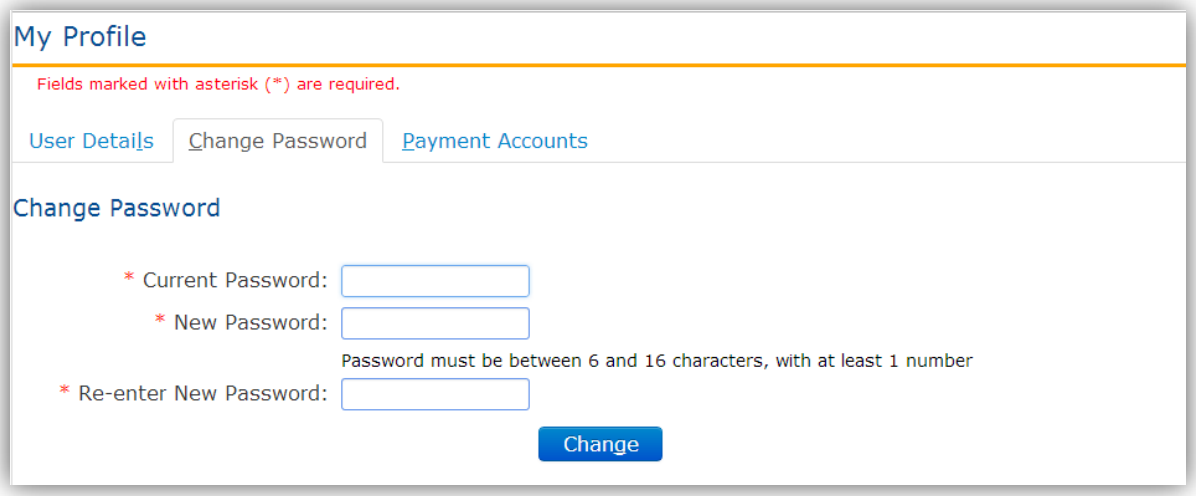
The User Details option provides filers with the ability to update their profile information. Filers are able to update any profile information present with the exception of **Organization** and **Role**. When finished updating click on the **Update** button at the bottom of the page to save changes.



The Portal allows for the E-Filer to enter up to three [3] Email Addresses. Electronic Notifications are sent to all email addresses on the account.

Change Password

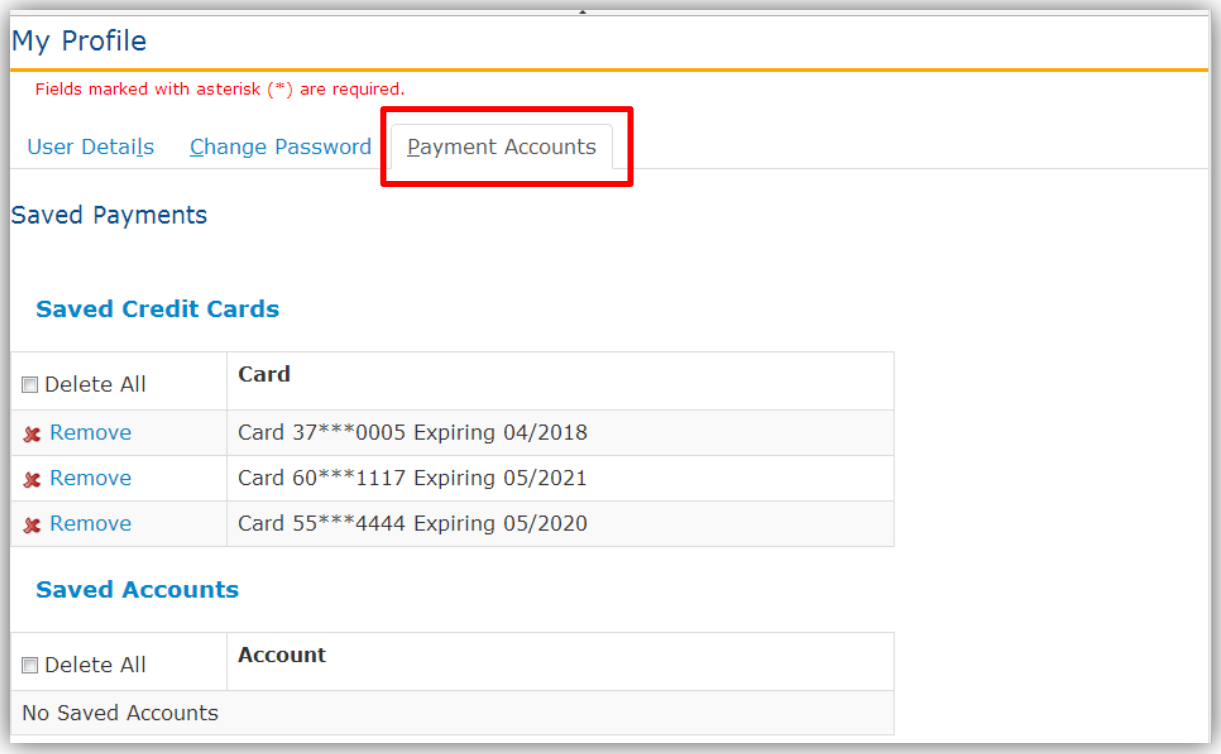
The **Change Password** menu option provides filers with the ability to manage / change their password.



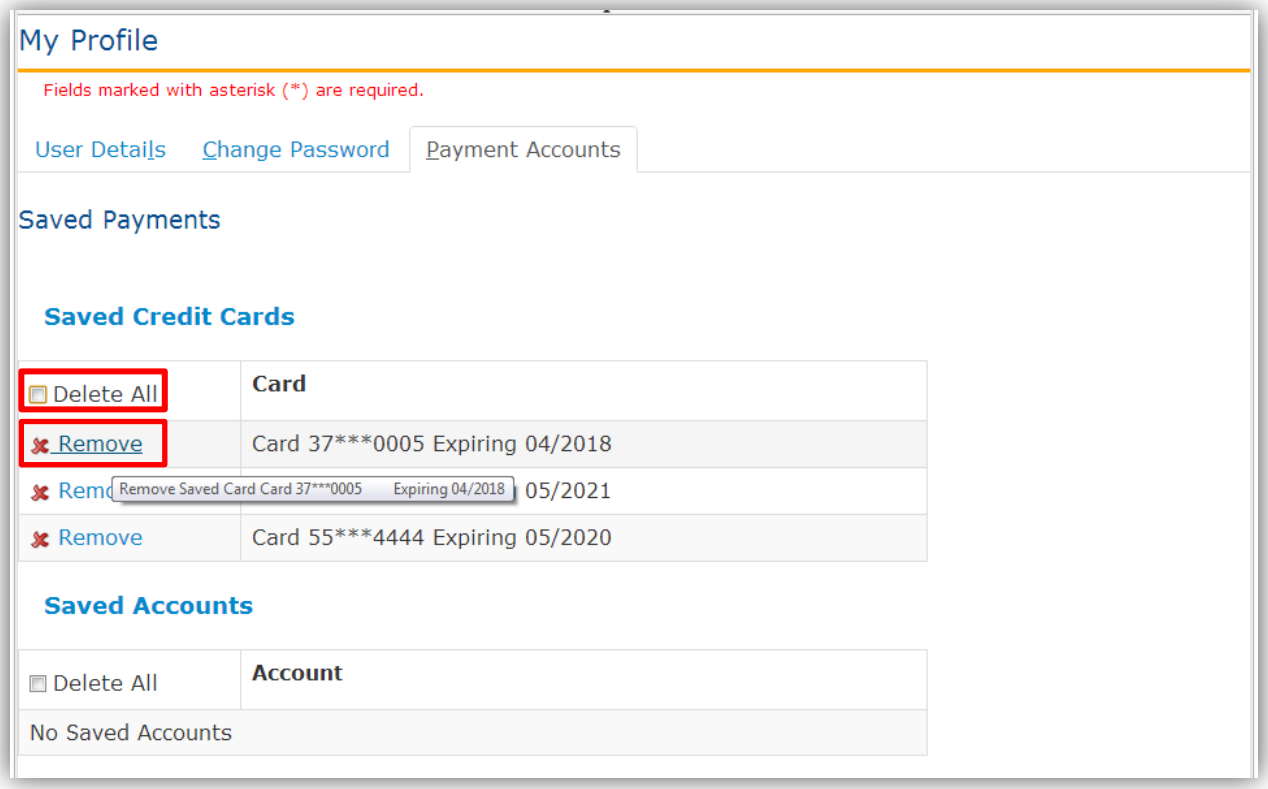
New passwords must meet the criteria for passwords stated on the page under the New Password input box.

Payment Accounts

The **Payment Accounts** tab allows the filer to delete saved payment account information.

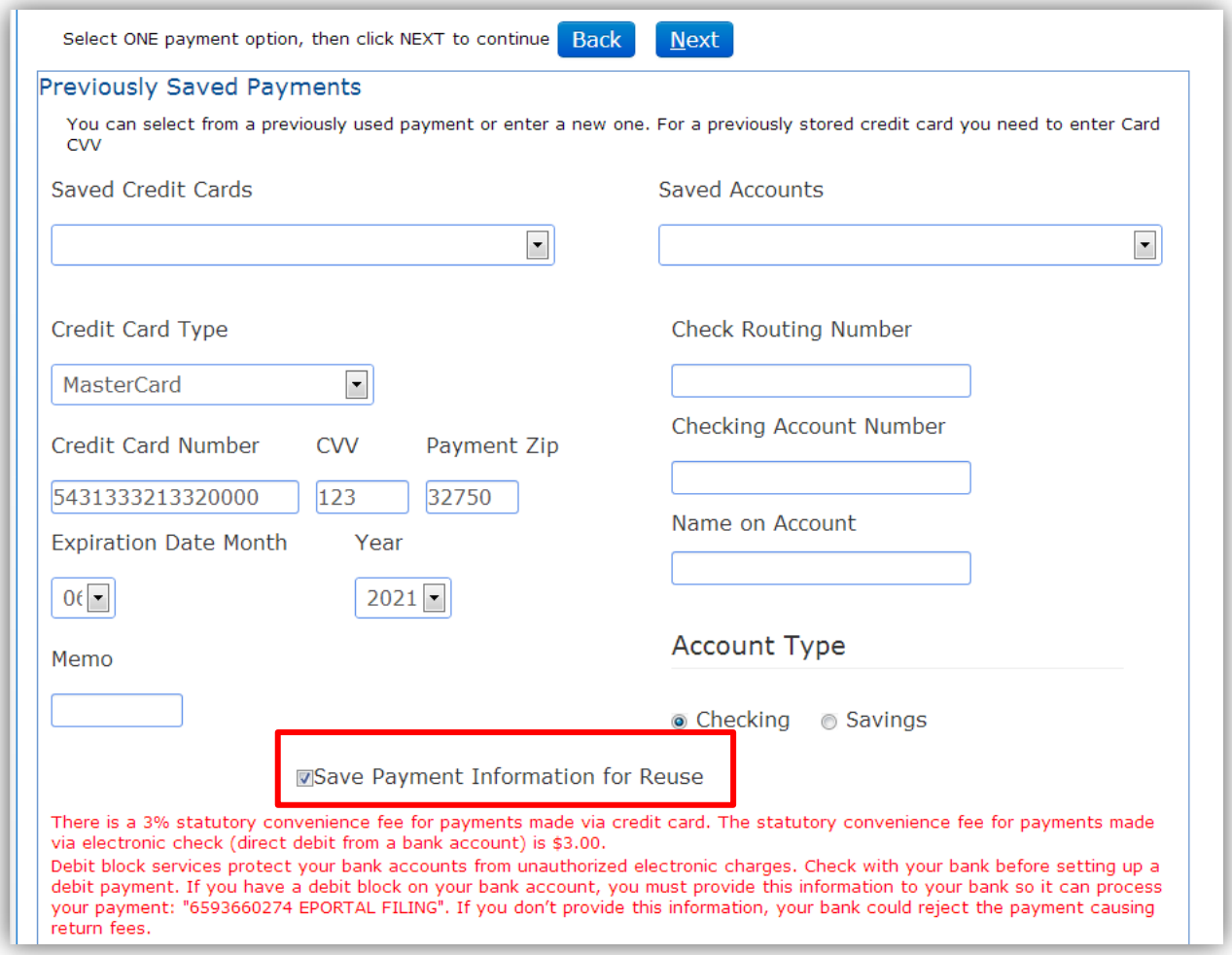


You may remove all accounts by selecting **Delete All** or you may remove them individually by select the **Remove** next to the card you wish to delete.



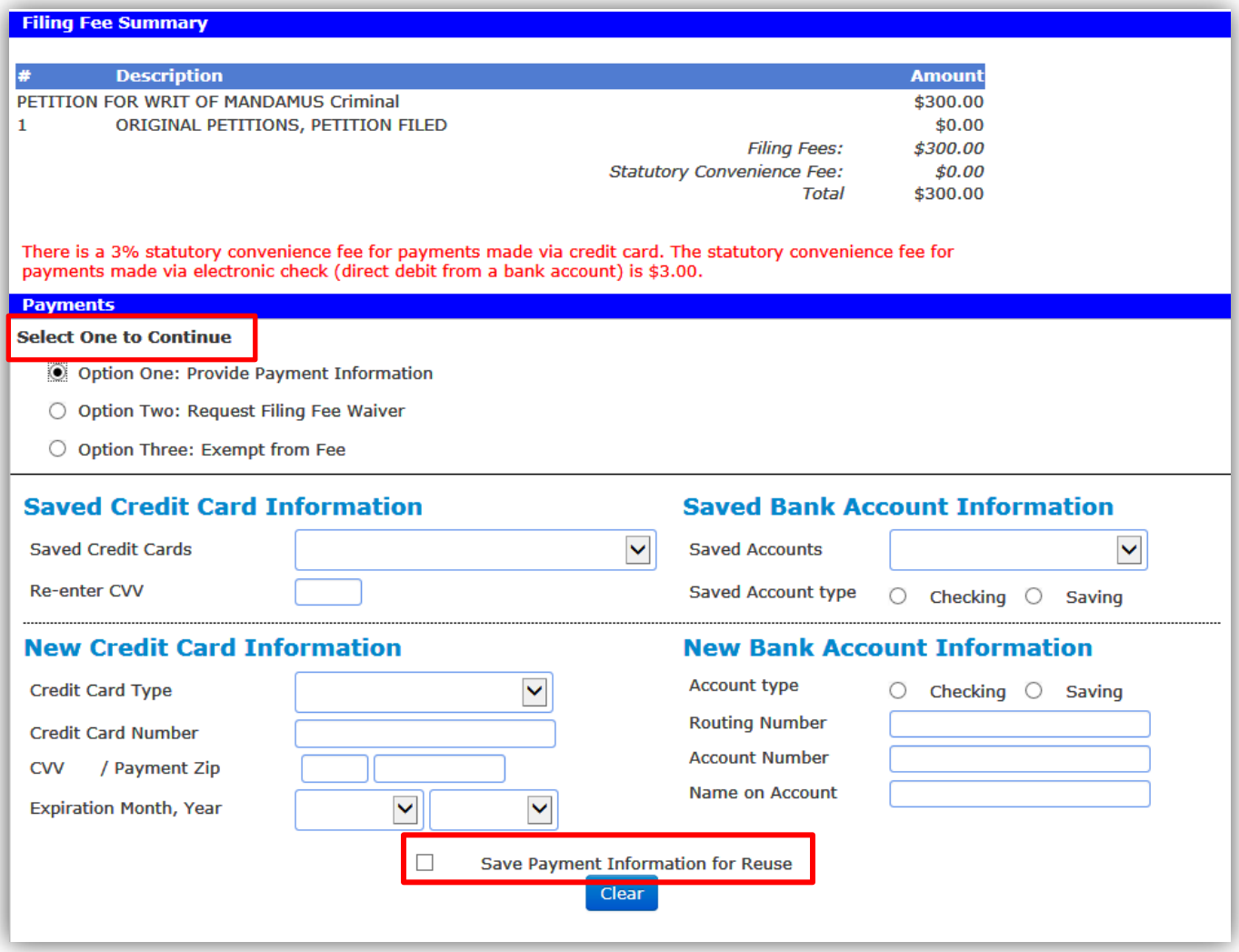
To add additional payment accounts, add the payment information on the **Fees and Payments** tab when you are filing your documents. Be sure to select the check box next to **Save Payment Information for Reuse**

Trial Court Filing – Save a Payment Method


Select ONE payment option, then click NEXT to continue
Back
Next
Previously Saved Payments
You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV
Saved Credit Cards
Saved Accounts
Credit Card Type
MasterCard
Credit Card Number
CVV
Payment Zip
5431333213320000
123
32750
Expiration Date Month
Year
2021
Memo
Check Routing Number
Checking Account Number
Name on Account
Account Type
Checking
Savings
Save Payment Information for Reuse
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.

Appellate Court Filing - Save a Payment Method

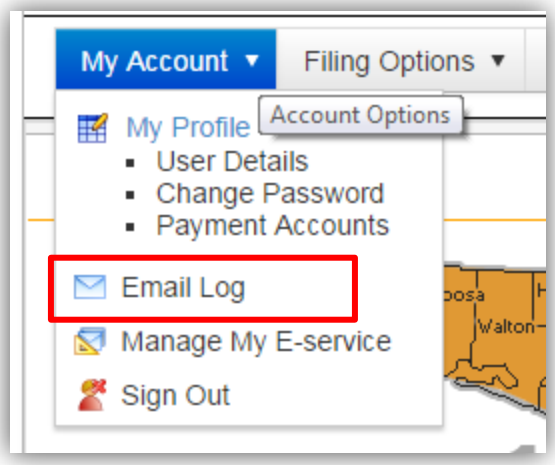
The Payment information is gathered on the Review and Submit screen



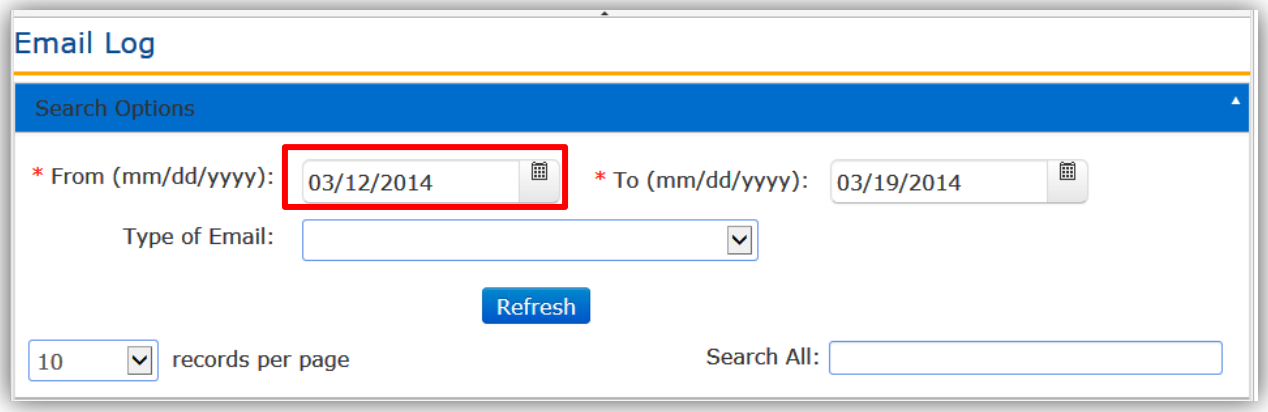
Please note: The Payment Zip is the billing address zip code. To be sure you receive authorization for the credit card, make sure the zip code entered matches the zip code for the billing address on the credit card account.

Email Log

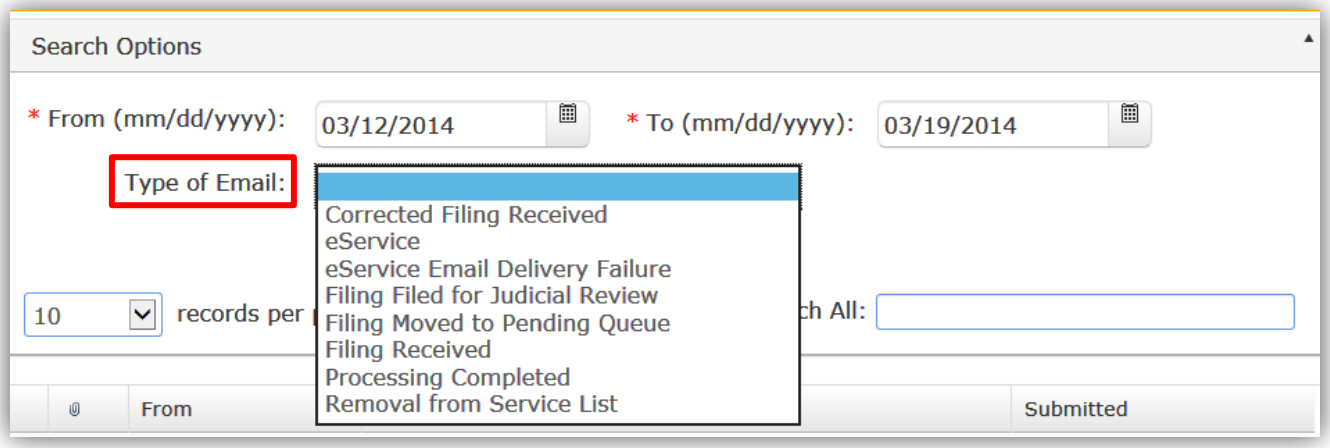
Any email that you the filer receive via your email provider will also be logged in the Email Log. To access the Email Log go to the Account tab and from the drop down select Email Log.



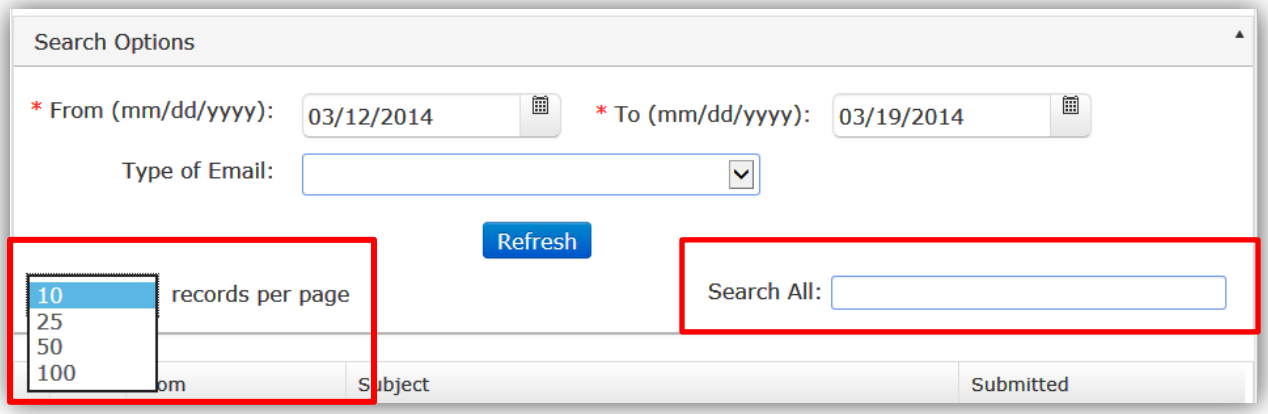
The Email Log will default to the last seven days however you can adjust the dates to reflect a larger period of time if you are searching for a specific email. Either type in the "From" date or use the calendar fly out to select a date. Then select **Refresh**.



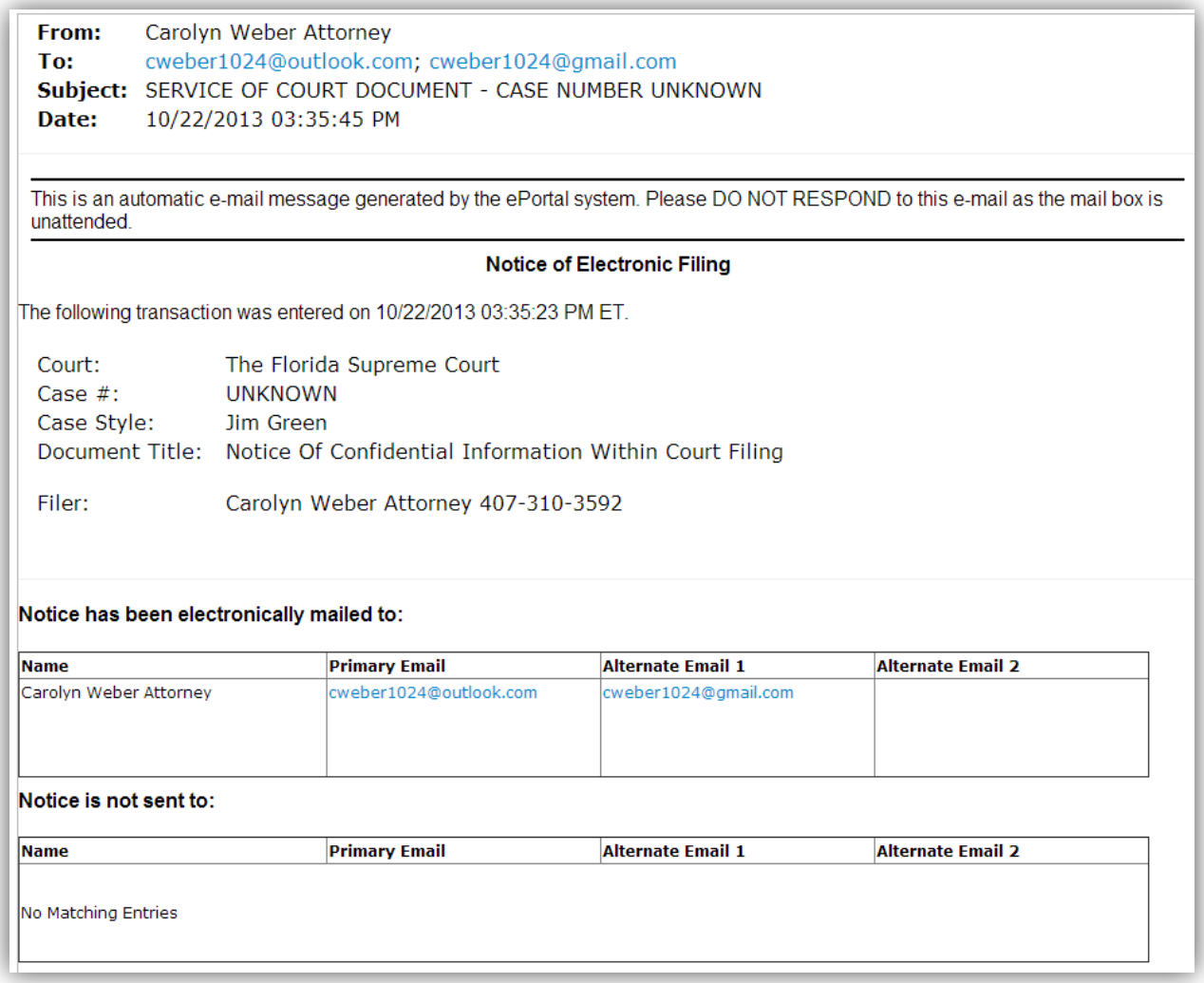
You can also search for the type of email by selecting your search criteria from the dropdown.



Set the number of records to show per page by selecting from the drop down and if you would like to do a text search of the Subject Line use the Search All field.



To view the highlighted email, scroll down the page and you will see the body of the email that you also received in your email provider [*i.e.* yahoo, gmail, outlook, etc.].



From: Carolyn Weber Attorney
To: cweber1024@outlook.com; cweber1024@gmail.com
Subject: SERVICE OF COURT DOCUMENT - CASE NUMBER UNKNOWN
Date: 10/22/2013 03:35:45 PM

This is an automatic e-mail message generated by the ePortal system. Please DO NOT RESPOND to this e-mail as the mail box is unattended.

Notice of Electronic Filing

The following transaction was entered on 10/22/2013 03:35:23 PM ET.

Court: The Florida Supreme Court
Case #: UNKNOWN
Case Style: Jim Green
Document Title: Notice Of Confidential Information Within Court Filing

Filer: Carolyn Weber Attorney 407-310-3592

Notice has been electronically mailed to:

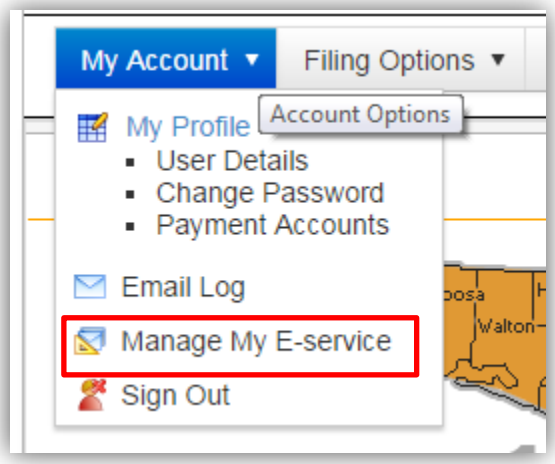
Name	Primary Email	Alternate Email 1	Alternate Email 2
Carolyn Weber Attorney	cweber1024@outlook.com	cweber1024@gmail.com	

Notice is not sent to:

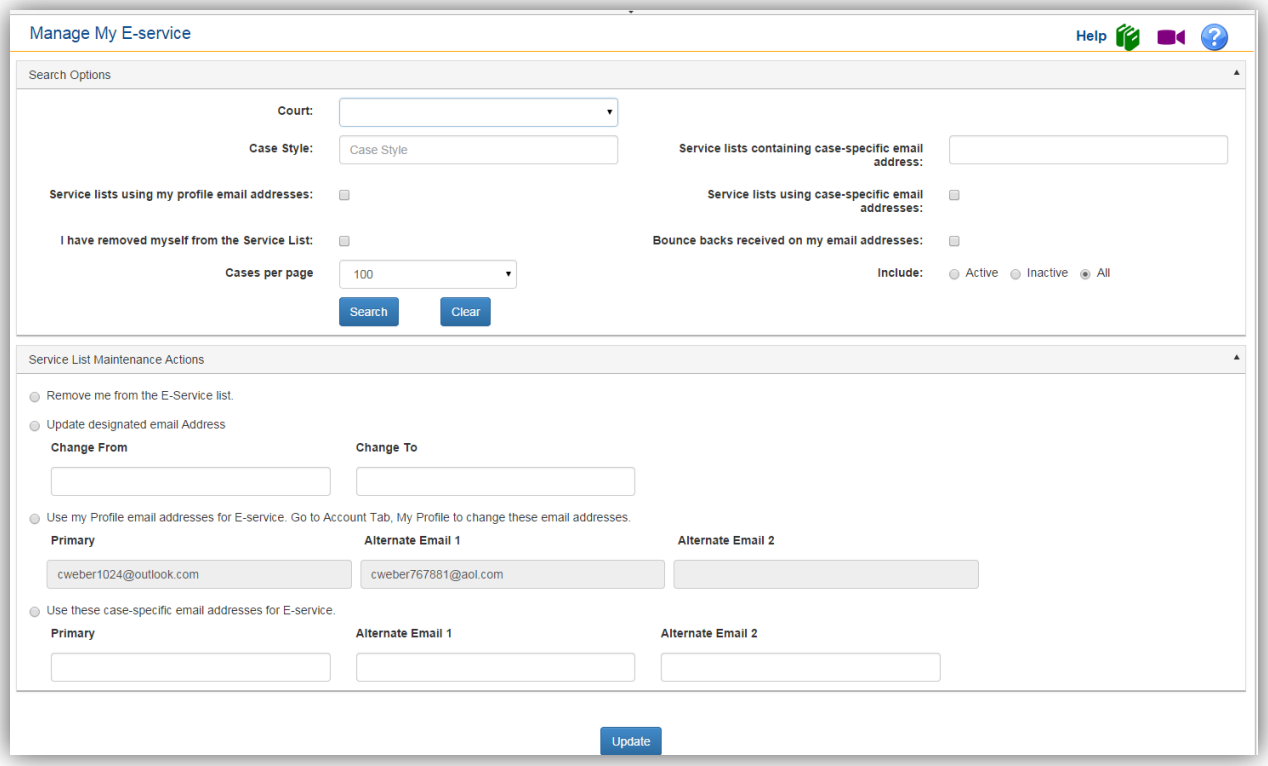
Name	Primary Email	Alternate Email 1	Alternate Email 2
No Matching Entries			

Manage My E-service

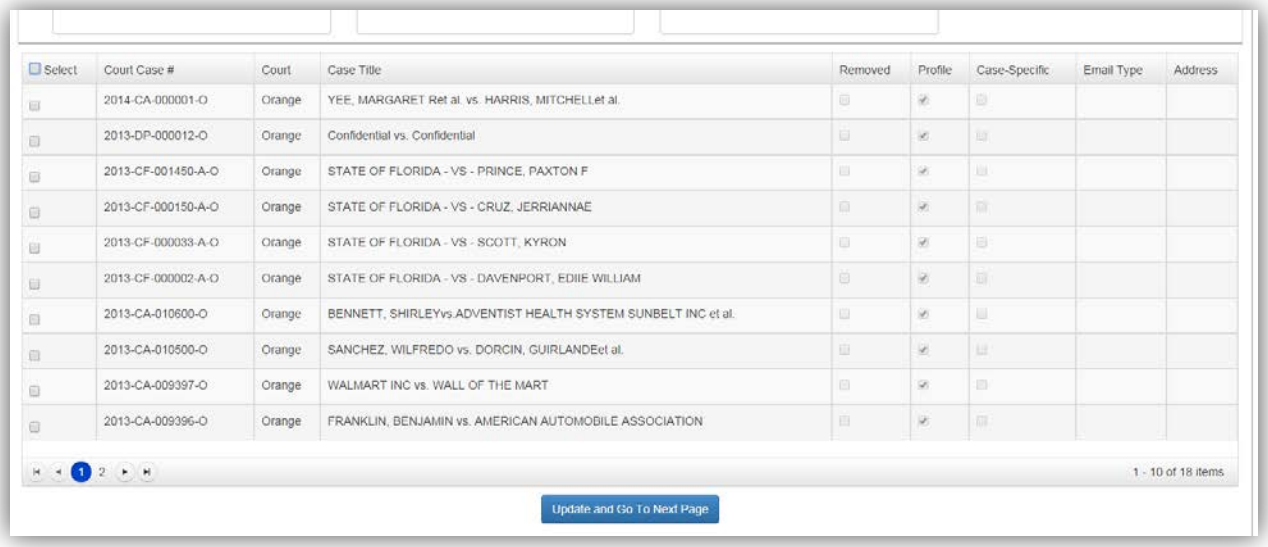
The last option on the My Account menu is Manage My E-service.



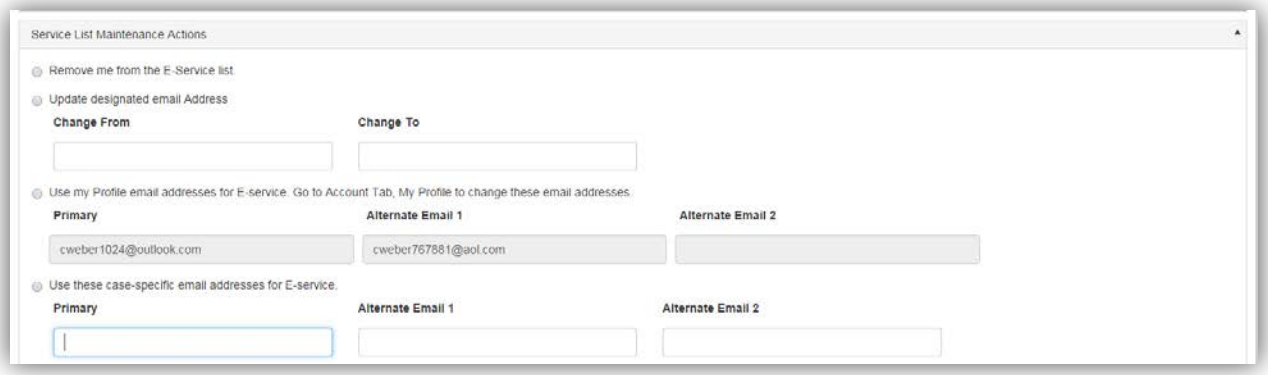
Manage My E-service lets you perform Maintenance Actions on multiple cases at the same time.



You may select any of the Search Options to narrow your result set. You may limit your search to a specific County, Service Lists using your profile email addresses for E-service, using case specific email addresses for E-service, etc. Once you have defined your Search Options, click on Search to view your result set.



Once you have your E-service Case List, select a Maintenance Action to perform.

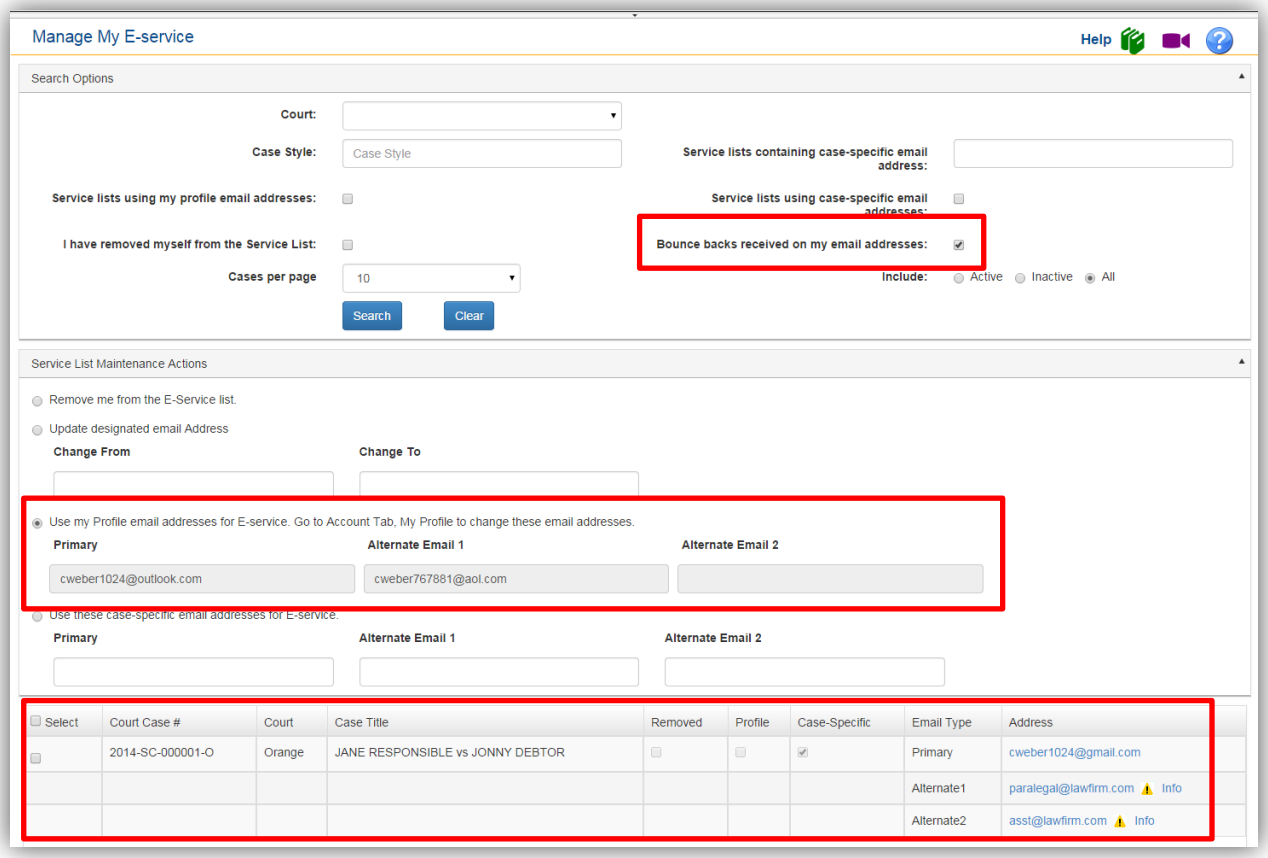


- You may remove yourself from an E-service List.
- Update designated email Addresses
- User your Profile email addresses for E-service
- Use case specific email addresses for E-service

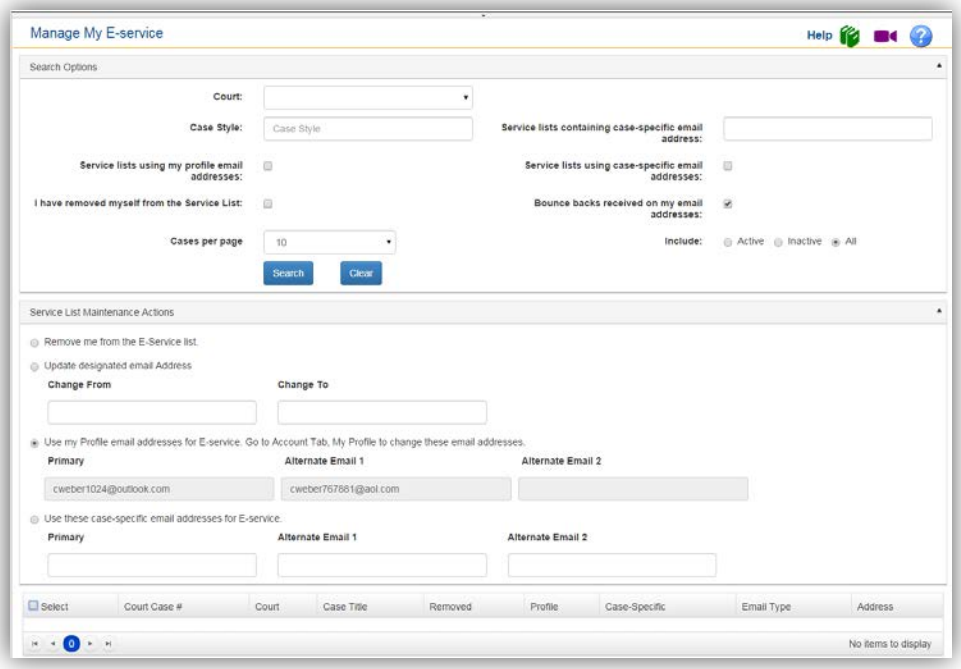
Select the Maintenance Action you wish to perform and then from the list of cases at the bottom of the page, select the cases you wish to have the Maintenance Action performed.

In the example shown below, I searched for all of my cases that have received bounce backs on my email addresses. Then for the Maintenance Action I have selected Use my Profile email addresses for E-service.

Then in the list of my cases I have selected the case[s] I wish to have this Maintenance Action performed on.



Once I click on Update, the Maintenance Action is performed and when I perform my Search again, the list is now empty.

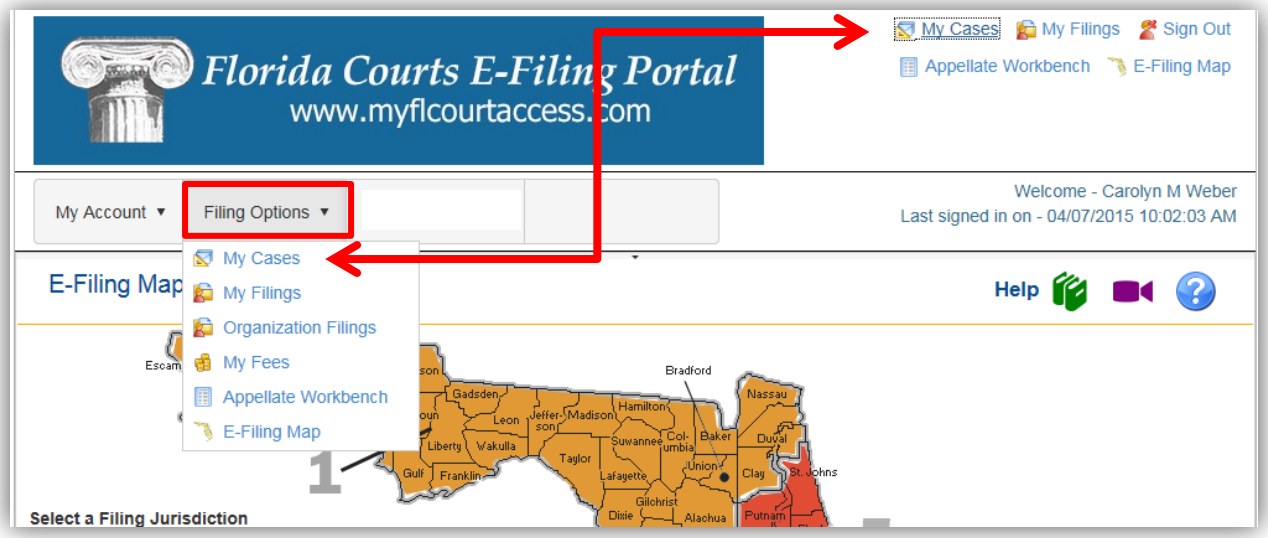


The case that was on the list before has now had the E-service List changed to use My Profile email addresses for E-service.

This feature was added to allow the filer to perform Maintenance Actions to multiple cases at the same time.

Filing Options / Quick Links

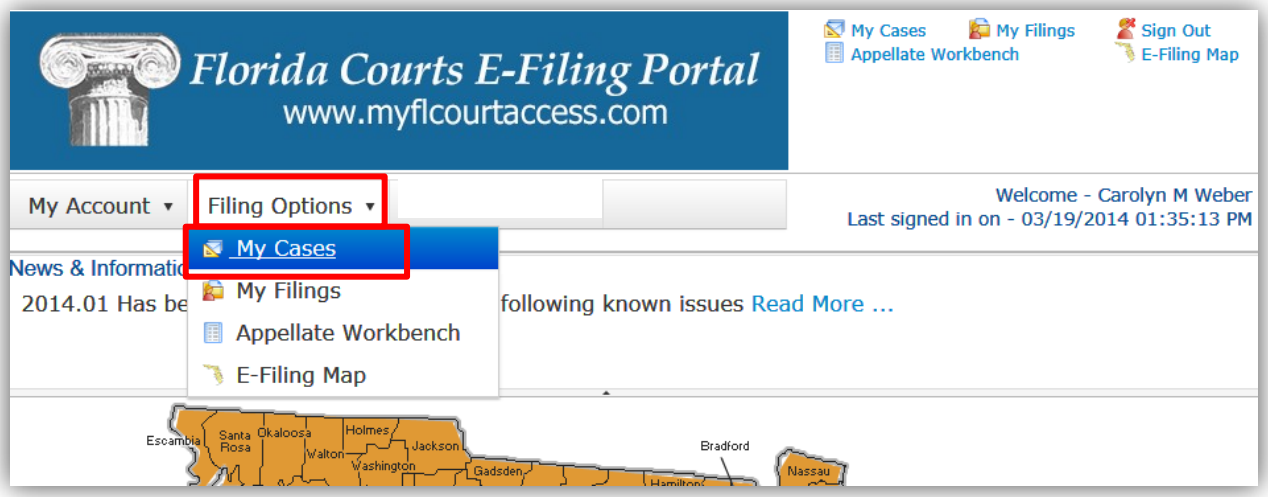
The Portal Filing Management Links are located under the Filing Options Menu. In addition, for ease of use these links are also located in the upper right corner of the page.



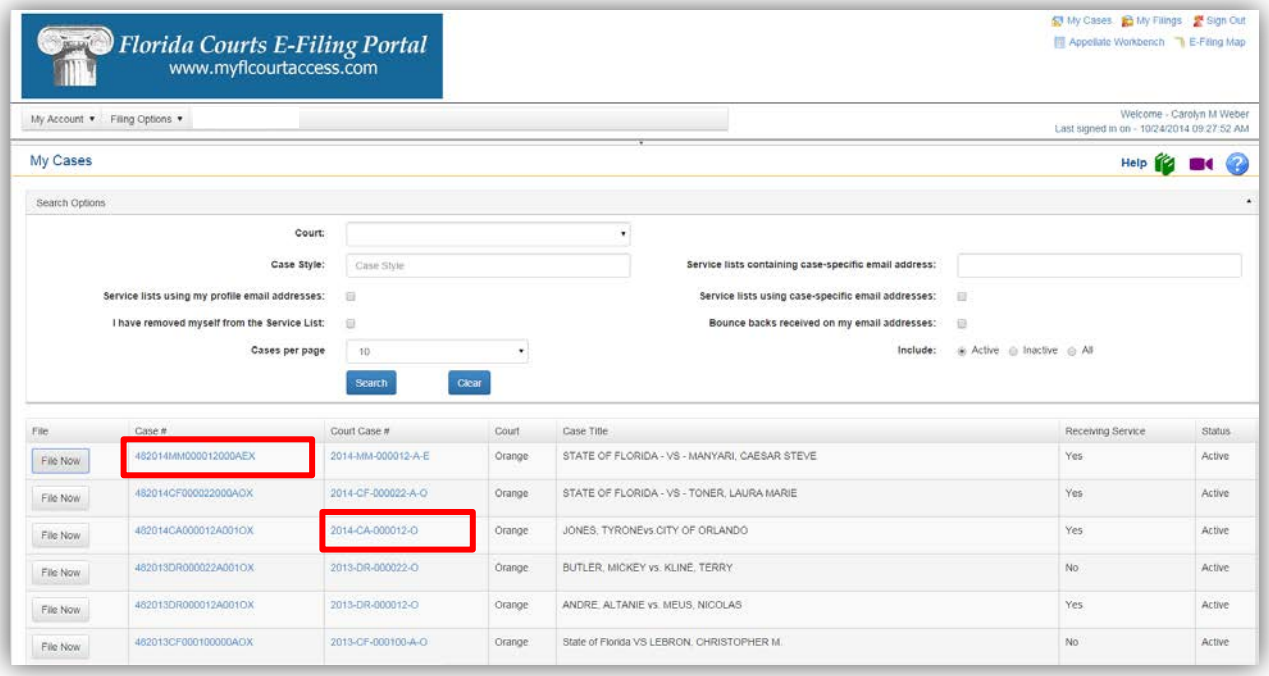
Each filing management link is discussed below:

My Cases

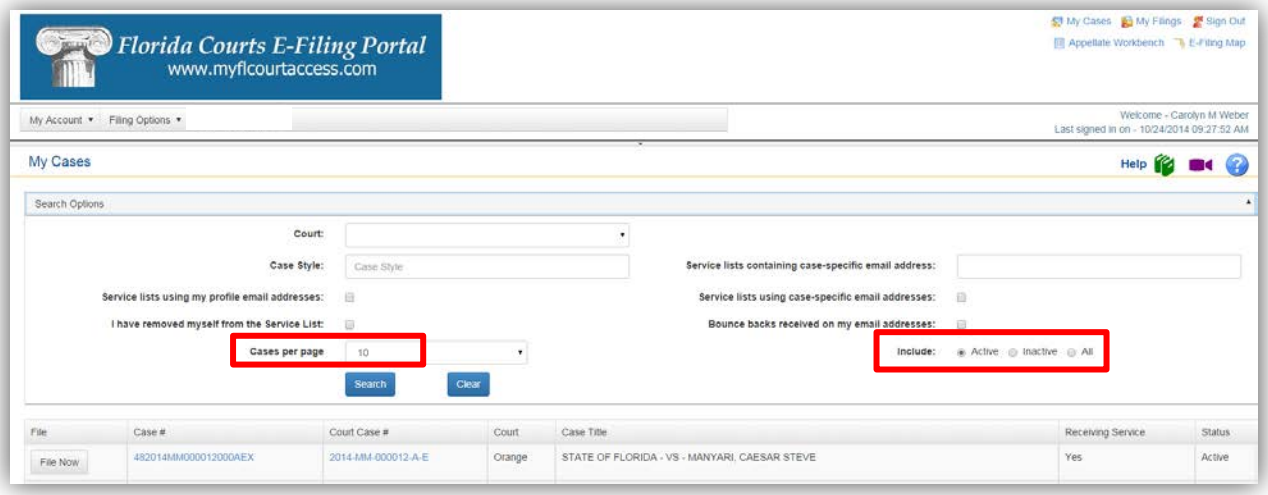
To go to the My Cases page, select **Filing Options** from the menu bar and then highlight and select **My Cases**.



This will take you to your **My Cases** page where you have access to the court file and the documents therein by selecting the hyperlinked case number in the **Case #** column and the E-service List by selecting the hyperlinked case number in the **Court Case #** column. You can update the E-service List from this page. You do not have to file a document to access the E-service page.

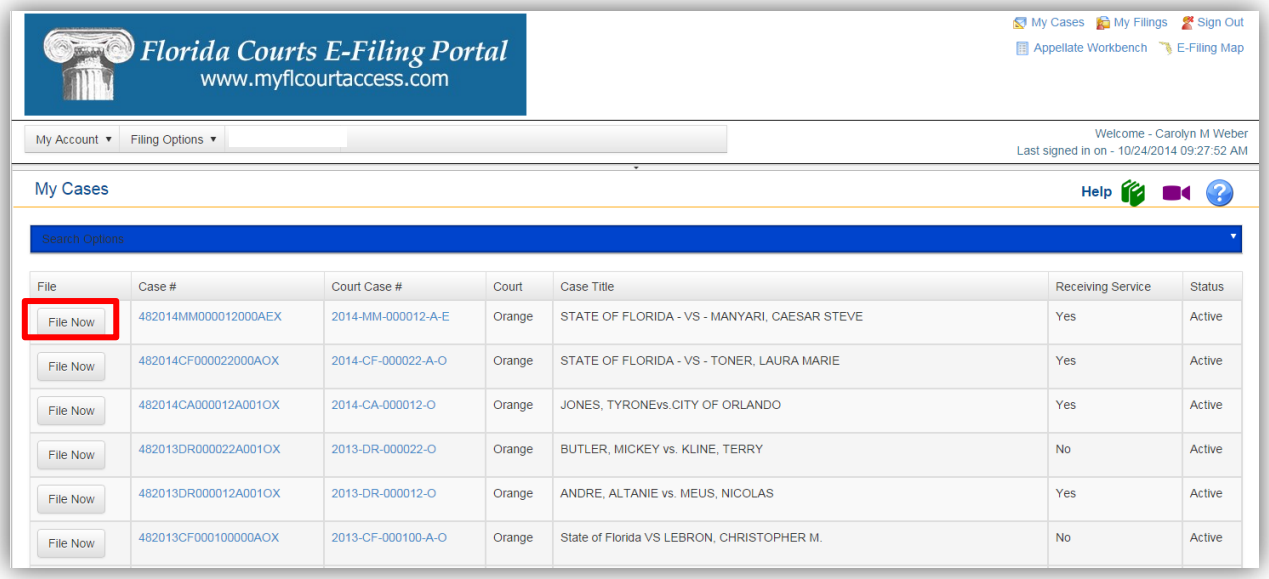


You will also see the Case #, Court Case #, Court, Case Title, whether or not you are receiving E-service in the case and the status of the case. This page is customizable in that you may select the number of records to show per page as well as whether to display “active,” “inactive,” or “all” cases. Once you set these preferences, they will be retained until you change them.



Also available from the **My Cases** page is the “**File Now**” button. Once you have electronically filed to a case, it is automatically added to your **My Cases** page. From then on, you have the option to file directly to that case from the **My Cases** page by selecting the **File Now** button. That will eliminate you having to select the county, division, enter the sequence number and click on search. The Portal will

retrieve that information based on the case you select and take you to the bottom of the **Case Information** page where you can enter a Matter # or mark you filing as an Emergency and finish the submission.

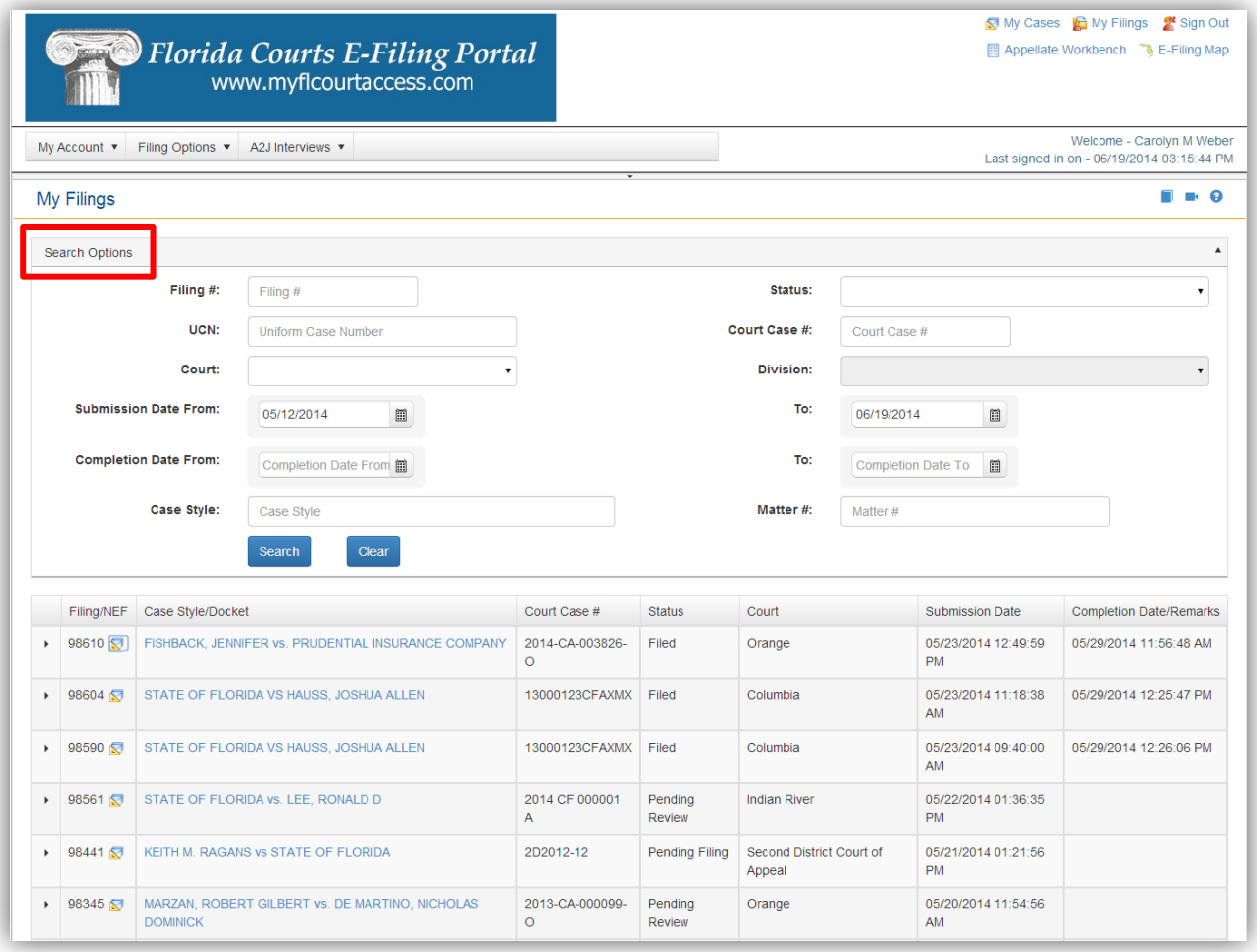


My Filings

The **My Filings** page shows all submissions you have made over the past seven days. You may adjust the number of days displayed by selecting the timeframe using the calendar feature. It will also show you the following information;

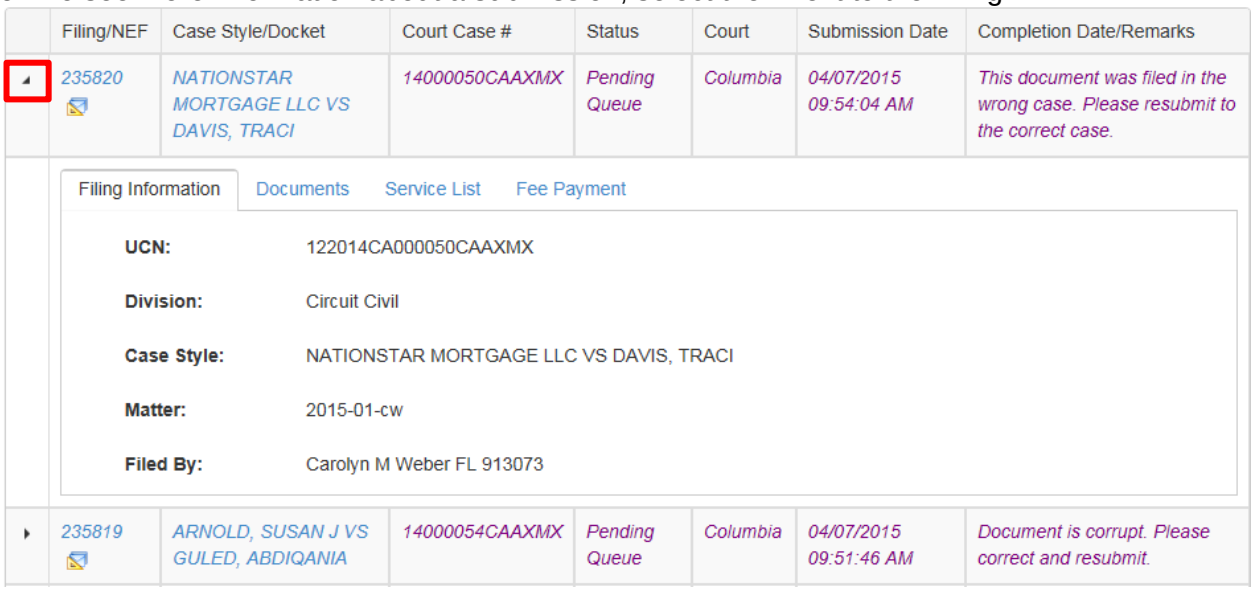
- **Filing #/NEF**: The portal assigned reference number for your filing and the Notification of Electronic Filing [NEF] that is sent out to provide E-service of the documents you filed in that submission.
- **Case Style/Docket:** The abbreviated style of the case which is the first named plaintiff versus the first named defendant.
- **Court Case #**: The Case Number assigned to the filing. When the filer submits a new case this column will read **NEW CASE** until the case number is assigned by the clerk; once the Clerk assigns a Case Number it will display.
- **Status**: The status will reflect one of the following: **Pending Review, Being Reviewed, Pending Filing, Filed**, **Pending Queue, or Filed for Judicial Review**
- **Court**: The name of the jurisdiction the case is filed in.
- **Submission Date**: Date the filer submitted the filing on the portal which is the official file stamp date and time.
- **Completion Date/Remarks**: Date the filing was processed by the Clerk's office or remarks from the Clerk/Reviewer as to why the filing was moved to the Pending Queue.

You may search your **My Filings** page using any of the following search criteria:



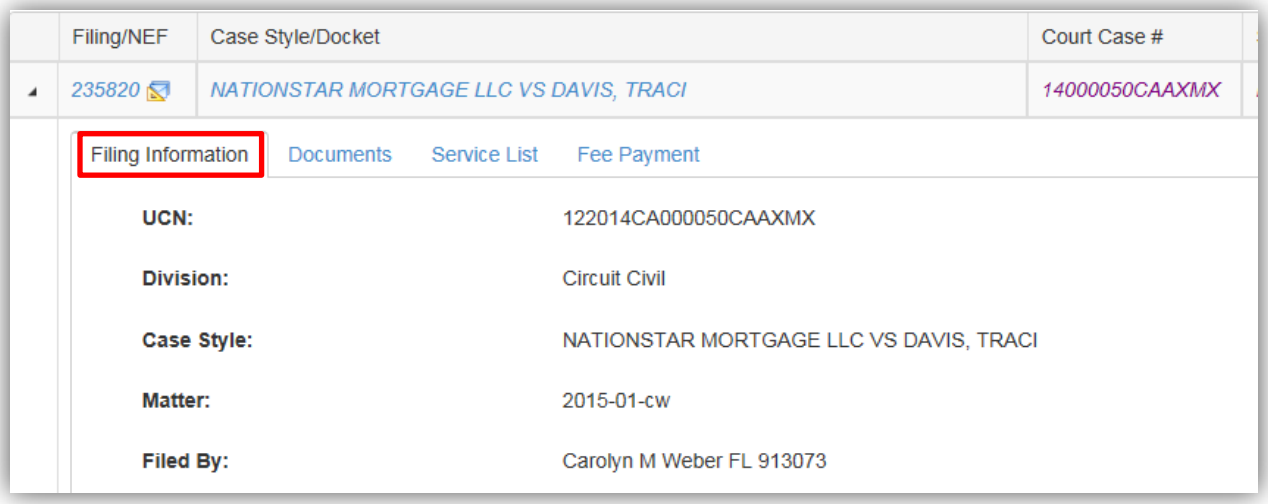
- Filing #
- UCN
- Court Case #
- Court
- Submission Date
- Completion Date
- Status
- Matter #
- Case Style

Note: To see more information about a submission, select the ‹ next to the Filing #.



There are four tabs that appear: Filing Information, Documents, Service List and Fee Payment.

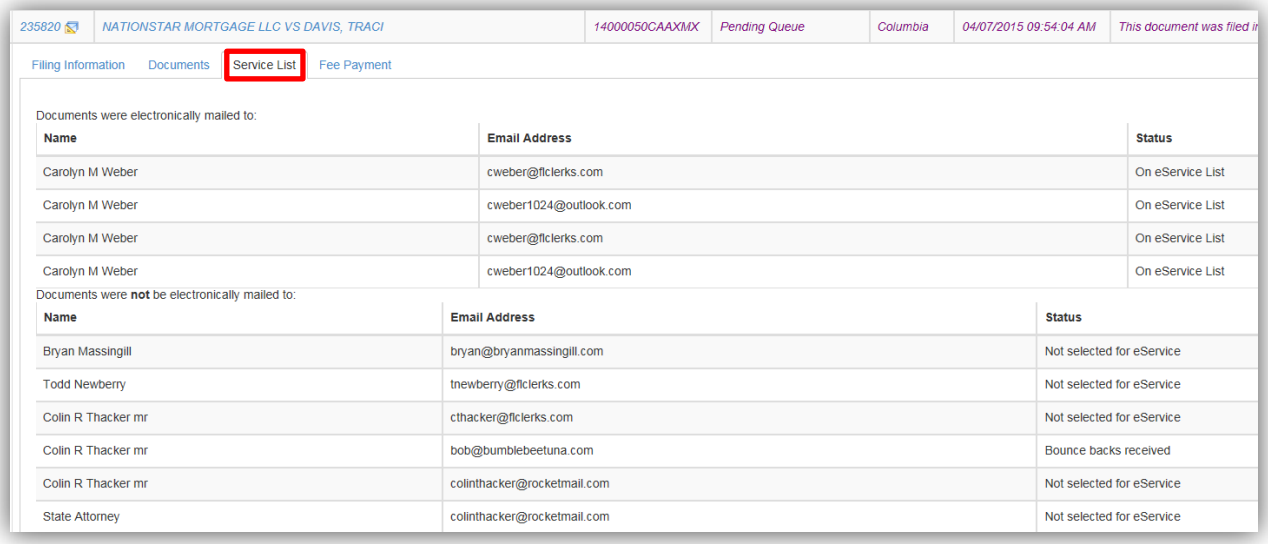
The Filing Information displays the following information.



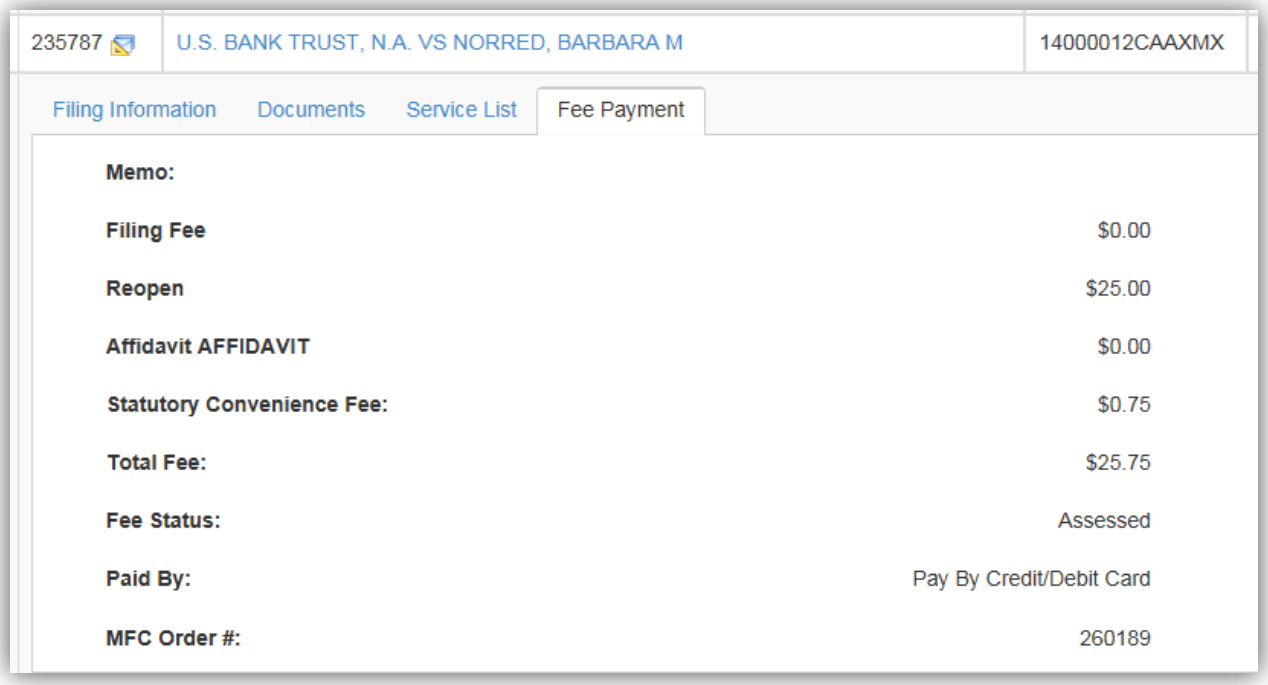
The Documents tab shows you the documents submitted.

Filing Information
Documents
Service List
Fee Payment
Status Document Group Document Type Document Received Time File Name
1 Received All NOTICE OF APPEAL 04/07/2015 09:54:04 AM Notice of Appeal.pdf

The Service List displays those selected for E-service and those de-selected for E-service on this submission.



The Fee Payment tab shows you the status of the fee and a breakdown as to how the fee was calculated, the payment method used, the MFC Order # and what was entered in the Memo field if it was used. You, as the filer, are responsible for fee payment. If there are any issues with payment processing, you will be contacted by the Civitek Banking Department.



Notification of Electronic Filing

Upon submission of documents, a Notification of Electronic Filing [NEF] will be sent to the selected E-Service Recipients on the E-service List. Attached to that NEF will be a PDF version of the documents filed in that submission. To view the NEF, select the icon next to the Filing #.

	Filing/NEF	Case Style/Docket	Court Case #
▸	235820	NATIONSTAR MORTGAGE LLC VS DAVIS, TRACI	14000050CAAXMX
▸	235819	ARNOLD, SUSAN J VS GULED, ABDIQANIA	14000054CAAXMX
▸	235787	U.S. BANK TRUST, N.A. VS NORRED, BARBARA M	14000012CAAXMX
▸	235771	REVERSE MORTGAGE SOLUTIONS, IN VS THE ESTATE OF ADELPHIA A. WILL	14000013CAAXMX
▸	235770	REVERSE MORTGAGE SOLUTIONS, IN VS THE ESTATE OF ADELPHIA A. WILL	14000013CAAXMX

The NEF will open that will show you the E-service email as well as who was electronically notified and who was not electronically notified.

Notice of Electronic Filing - Filing # 235787

Notice of Service of Court Documents

Filing Information

Filing #: 235787
Filing Time: 04/06/2015 04:13:28 PM ET
Filer: Carolyn M Weber 407-835-4392
Court: Third Judicial Circuit in and for Columbia County, Florida
Case #: 122014CA000012CAAXMX
Court Case #: 14000012CAAXMX
Case Style: U.S. BANK TRUST, N.A. VS NORRED, BARBARA M

Documents

Title	File
Affidavit	1 Affidavit.pdf

E-service recipients selected for service:

Name	Email Address
Carolyn M Weber	cweber@flclerks.com
	cweber1024@outlook.com
	cweber1024@outlook.com

E-service recipients deselected for service:

Name	Email Address
Kris Godwin	cweber1024@gmail.com
	cweber1024@gmail.com
	cweber1024@gmail.com
Christopher K Skambis Jr	cweber1024@outlook.com
	cweber767881@aol.com
State Attorney	colinthacker@rocketmail.com

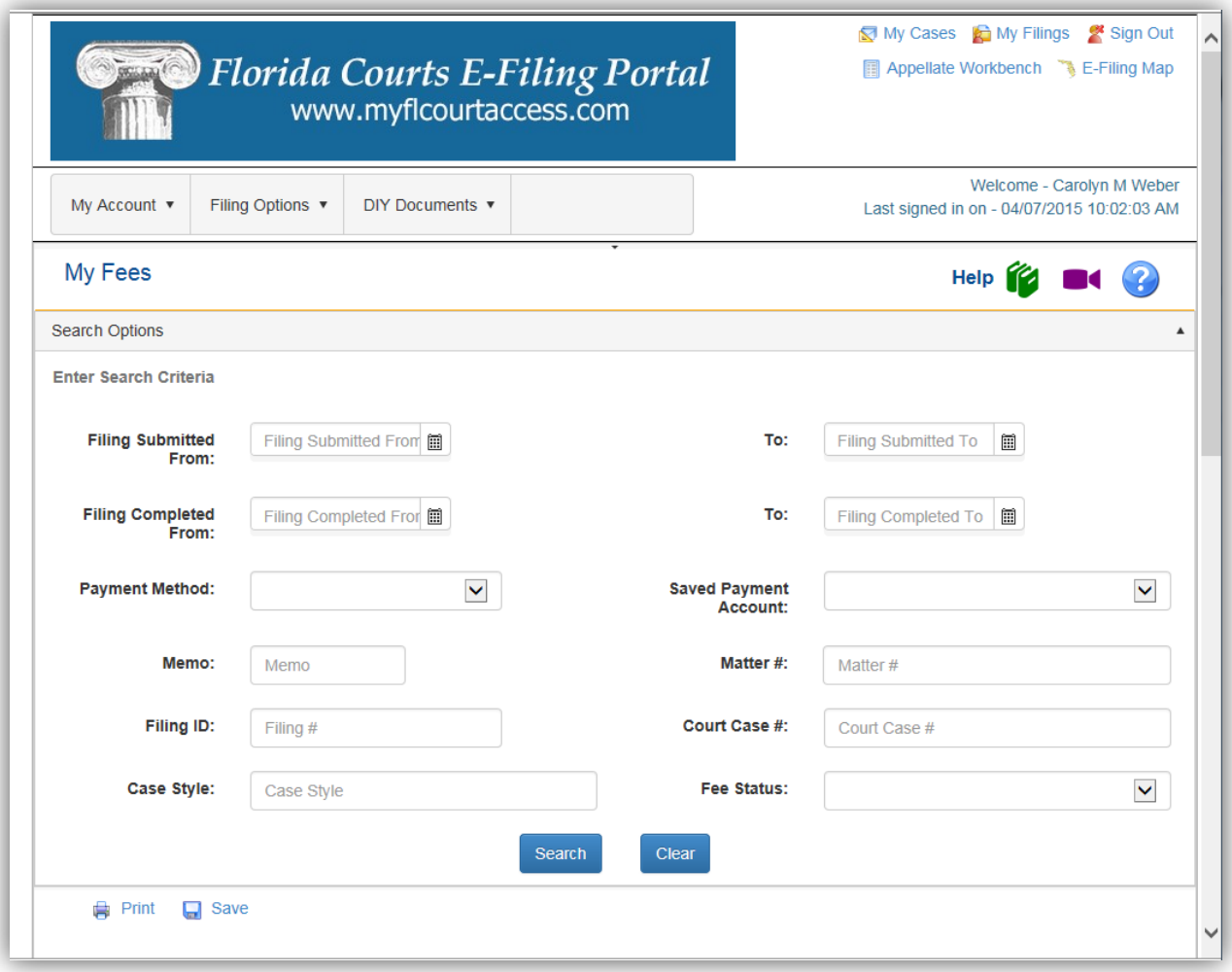
This is an automatic email message generated by the Florida Courts E-Filing Portal. This email address does not receive email.

Thank you,
The Florida Courts E-Filing Portal

The contents of the NEF are also found in your Email Log. The PDF copy of the document filed however is not found in the Email Log. The PDF copy of the document is attached to the NEF sent to your specified email providers.
The **My Filings** list defaults to filings within the last seven days. The filer may expand or narrow the list by using the **From** and **To** dates. This date range will be utilized to run a report of all filings for the specified date range. Then click **Refresh** to generate the list for the new date range selected.

My Fees

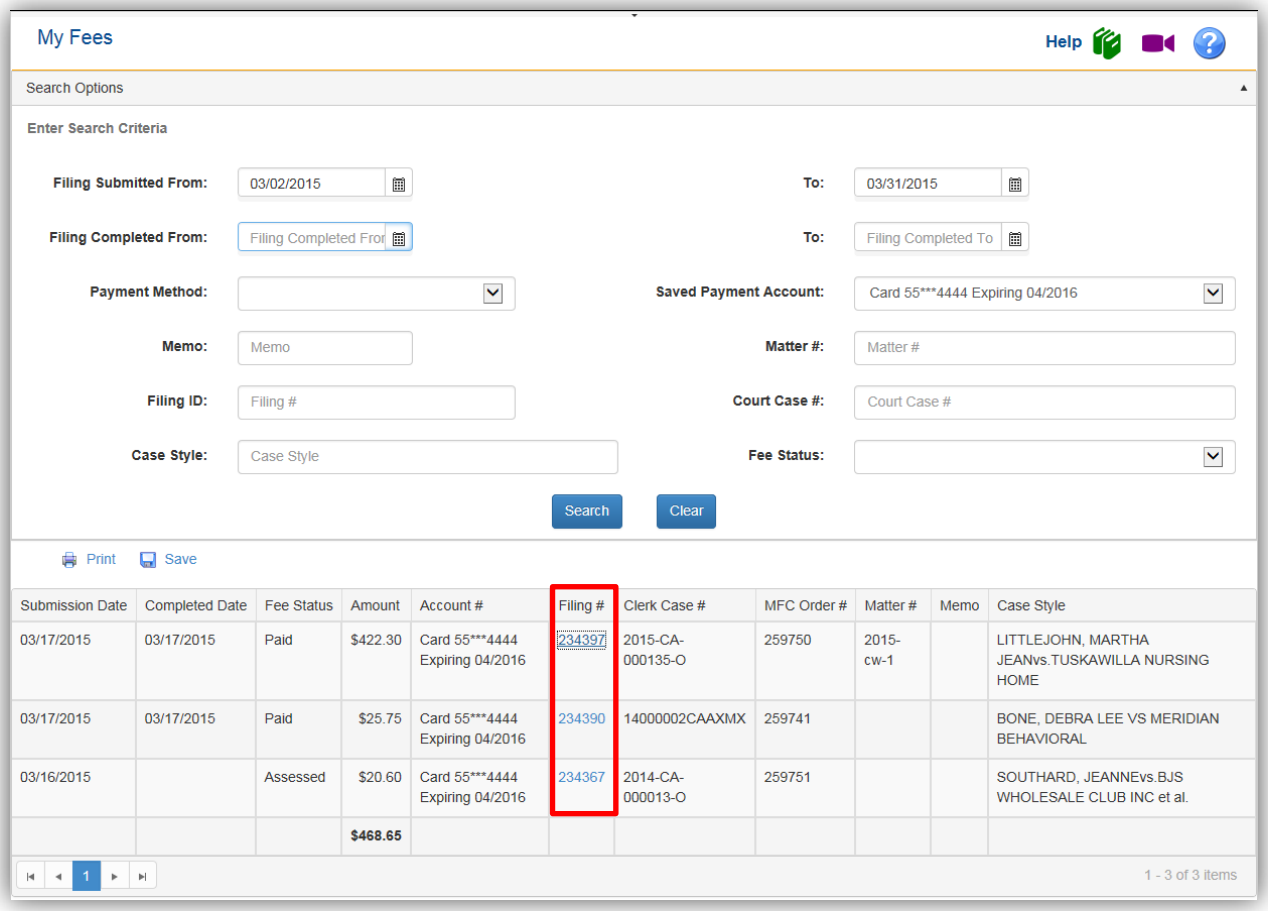
The **My Fees** page will allow you to reconcile your credit card statement or bank statement as it relates to statutory filing fees.



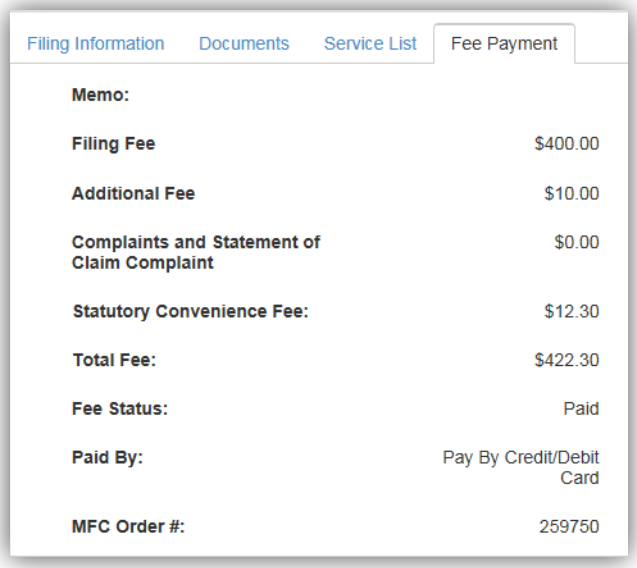
You may search you **My Fees** page using the following criteria:

- Filing Submitted From/To
- Filing Completed From/To
- Payment Method
- Saved Payment Account
- Memo
- Matter #
- Filing ID
- Court Case #
- Case Style
- Fee Status

When you specify your search criteria and then click on ‘Search’ your result set will appear in the grid below. You may save or print this result set. If you save it create an Excel Spreadsheet.


My Fees
Help
Search Options
Enter Search Criteria
Filing Submitted From: 03/02/2015
To: 03/31/2015
Filing Completed From: Filing Completed Fror
To: Filing Completed To
Payment Method:
Saved Payment Account: Card 55***4444 Expiring 04/2016
Memo: Memo
Matter #: Matter #
Filing ID: Filing #
Court Case #: Court Case #
Case Style: Case Style
Fee Status:
Search
Clear
Print
Save
Submission Date | Completed Date | Fee Status | Amount | Account # | Filing # | Clerk Case # | MFC Order # | Matter # | Memo | Case Style
03/17/2015 | 03/17/2015 | Paid | $422.30 | Card 55***4444 Expiring 04/2016 | 234397 | 2015-CA-000135-O | 259750 | 2015-cw-1 | | LITTLEJOHN, MARTHA JEANvs.TUSKAWILLA NURSING HOME
03/17/2015 | 03/17/2015 | Paid | $25.75 | Card 55***4444 Expiring 04/2016 | 234390 | 14000002CAAXMX | 259741 | | | BONE, DEBRA LEE VS MERIDIAN BEHAVIORAL
03/16/2015 | | Assessed | $20.60 | Card 55***4444 Expiring 04/2016 | 234367 | 2014-CA-000013-O | 259751 | | | SOUTHARD, JEANNEvs.BJS WHOLESALE CLUB INC et al.
$468.65
1 - 3 of 3 items

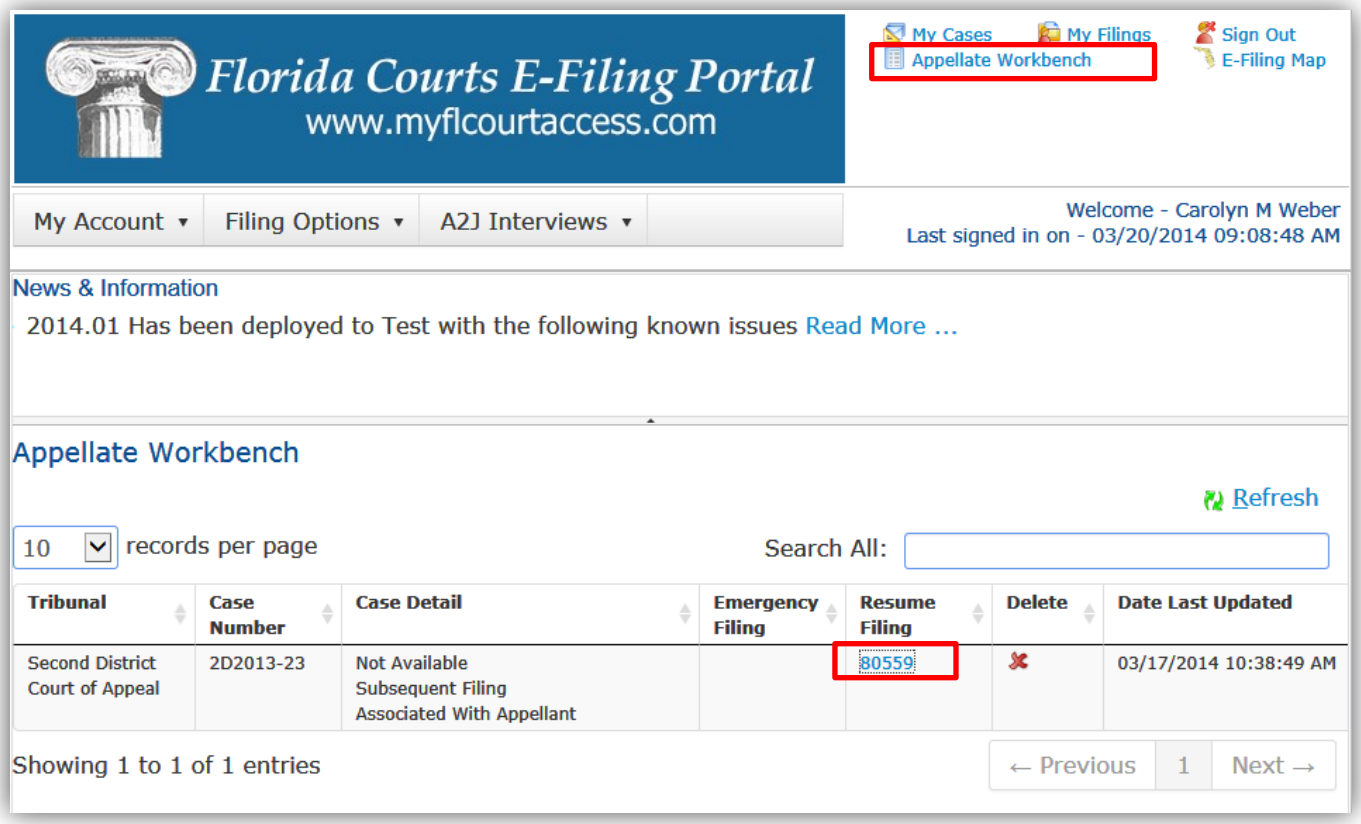
In the above Search Options, we have specified a month time frame, selected a Saved Payment Account Number and performed the Search. To find out more information about the submission, click on the Filing # and it will take you to the **My Filing** page where you can expand the view to see the Fee Payment information.



NOTE: If you are a Law Firm Administrator, you might want to encourage your attorneys to enter the Law Firm Matter # in all of their submissions. That way you will have a corresponding Matter # on your Fee Payment screen and it is also a Search Option field. You will be better able to track your filings as they relate to a Matter # if the filers enter that information on each submission.

Appellate Workbench

This link will take you to your Appellate Workbench where any submissions you have begun but not completed will be listed. To continue filing the submission, click on the **Resume Filling** link and complete your filing.



E-Filing Map

The **E-Filing Map** link allows filers to access the **Jurisdictional Map** which will allow them to select a filing path. Select either the Trial Court or the Appellate Court filing path. To change counties in which you are filing documents, you must return to the **Jurisdictional Map** to make a new county selection.

Submitting a Filing

Filing to Create a New Case

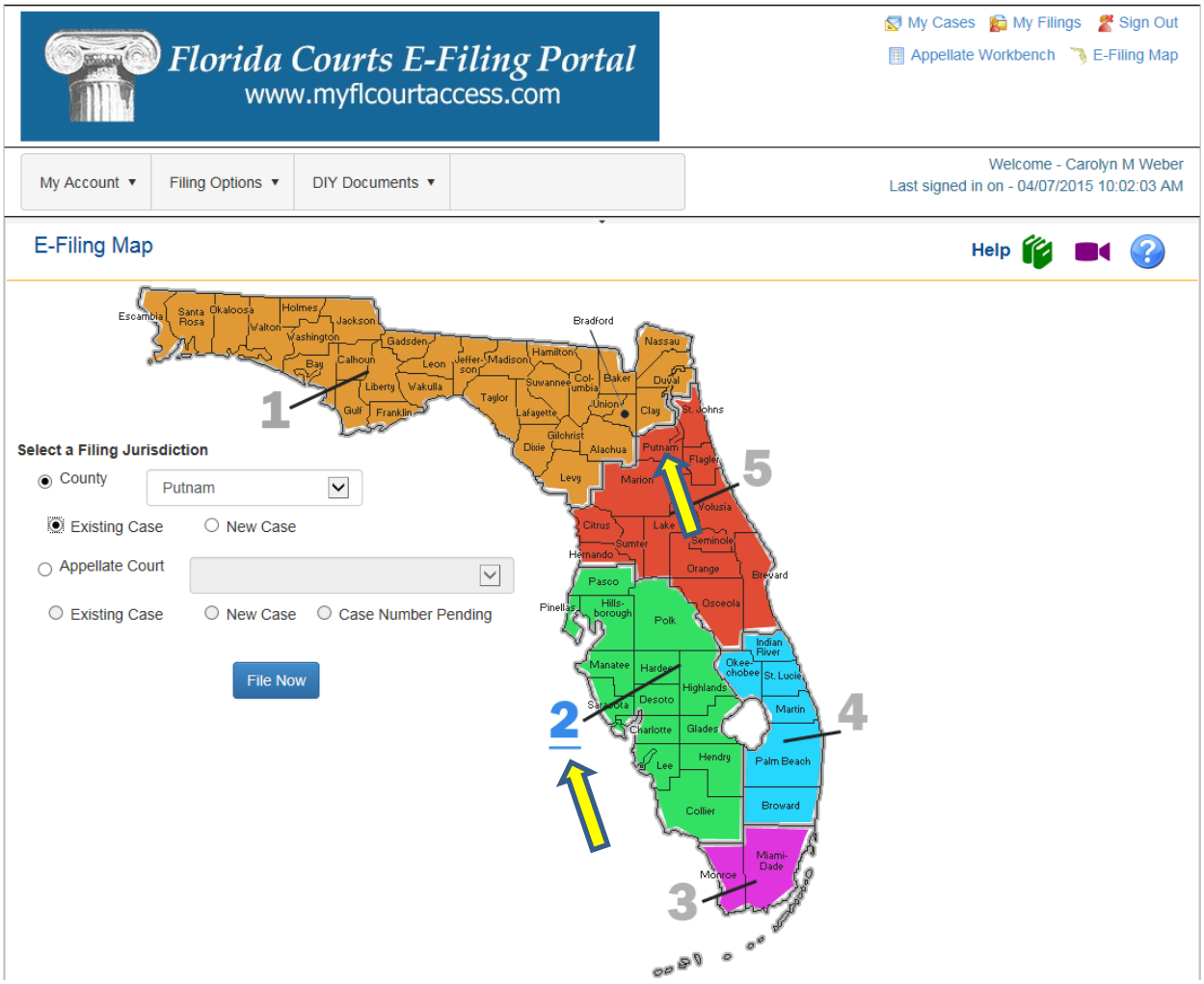
If you are submitting a new case, you begin your filing from the Jurisdictional Map.

Filing to a Case that Already Exists with the Clerk

If you have not filed to a case that has an existing case number, you must begin the filing from the Jurisdictional Map.

Process

Trial Court: Select County from the drop down or click on the county name in the map
Appellate Court: Select the District number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.



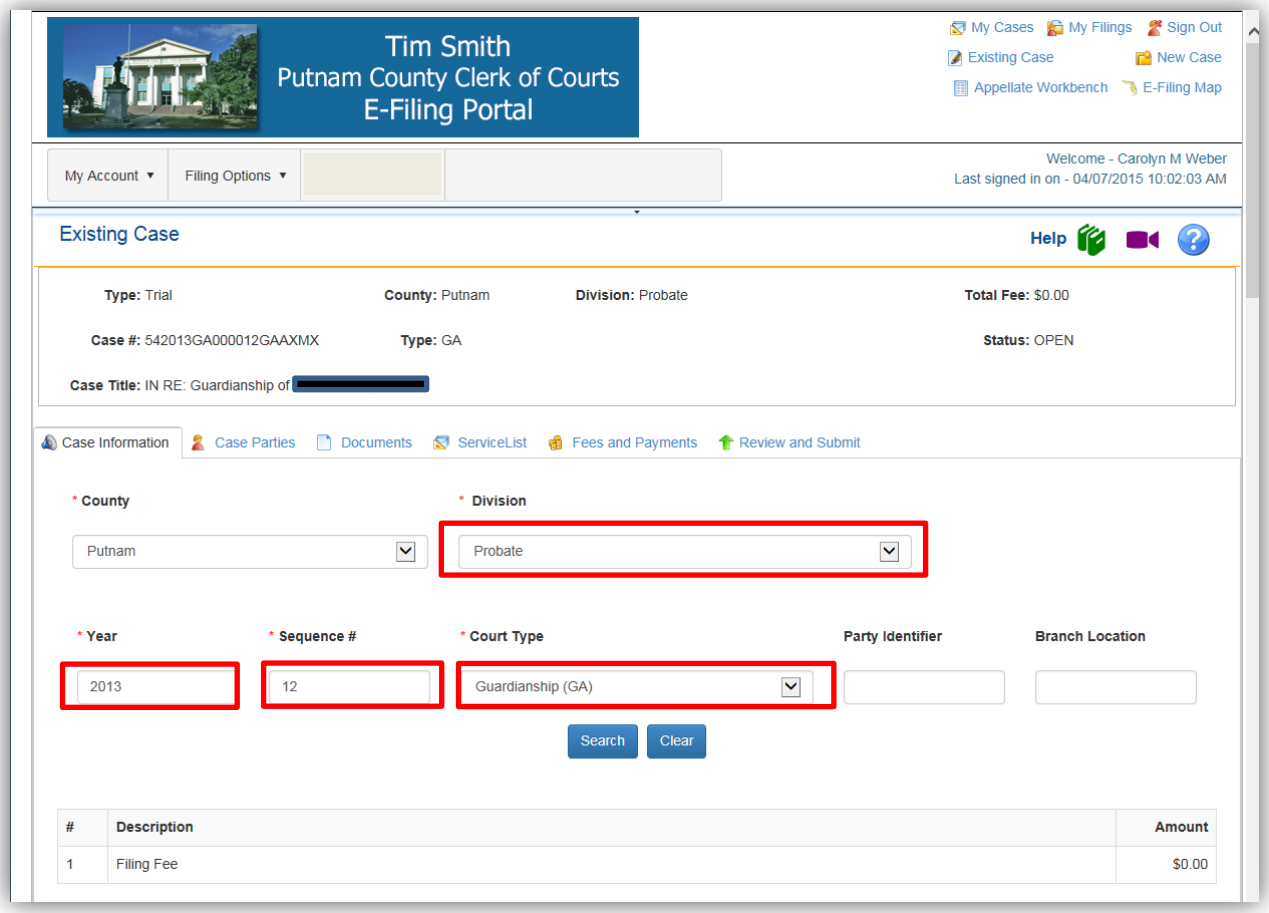
Then select either Existing Case if the case already exists or New Case if you are submitting a new case for filing. Since we are filing to an already created case, we will select Existing Case and then click on **File Now**.

Case Information – Trial Court

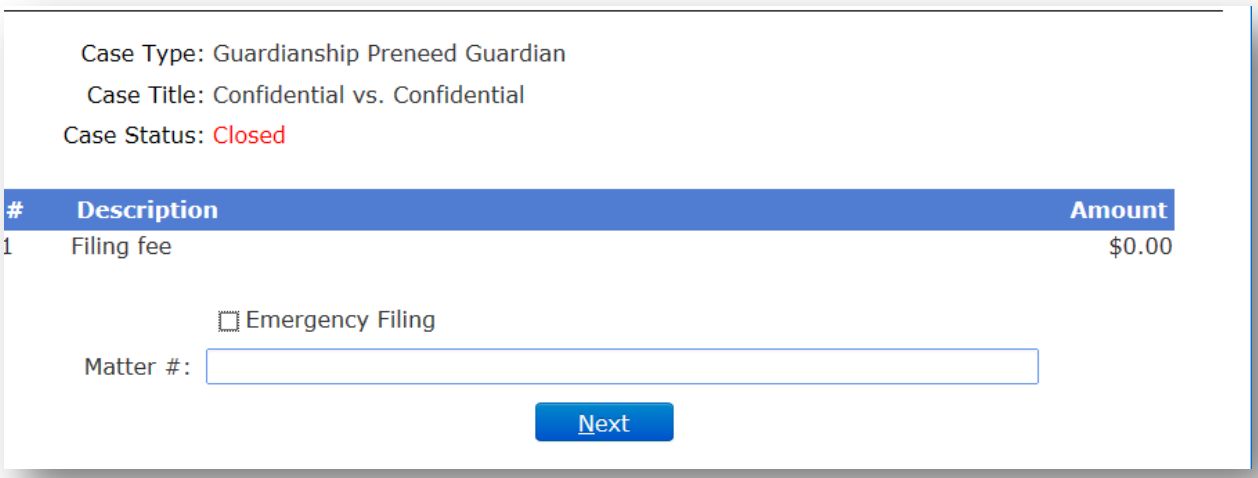
To **File Subsequent Document(s) into an existing case**, the filer must know the case number.
Select the **Division** from the dropdown list provided.
Enter the case number and click search. The Portal will search for the case record.

- If the county's case management system is not linked to the Portal the search for case information will not be initiated and no case information will be displayed to the filer.
- If the case record is located the **Case Type** and **Title** are displayed. Please verify that you have the case for your filing before proceeding.
- If the case record is not located a message will be presented. Please verify your case number entry.
    - If entered incorrectly click the Cancel button on the message to reenter the case number.
    - If entered correctly click the OK button on the message to continue processing.
        - If the case privacy is confidential or higher, case information may not be returned from the county's Case Management System.

1. Select Division
2. Type in Year
3. Sequence number
4. Select Court Type
5. Search



The case information will be displayed [unless the case is a confidential case] so that you can verify you are filing to the correct case. If correct, click on **Next**.

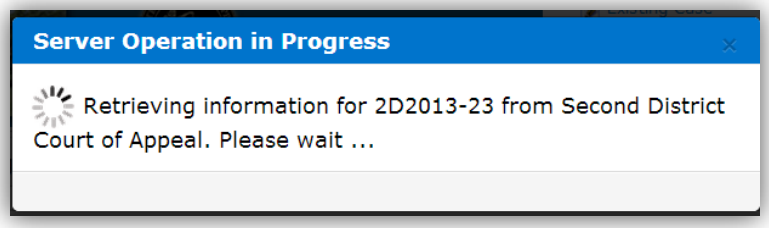


Case Information – Appellate Court

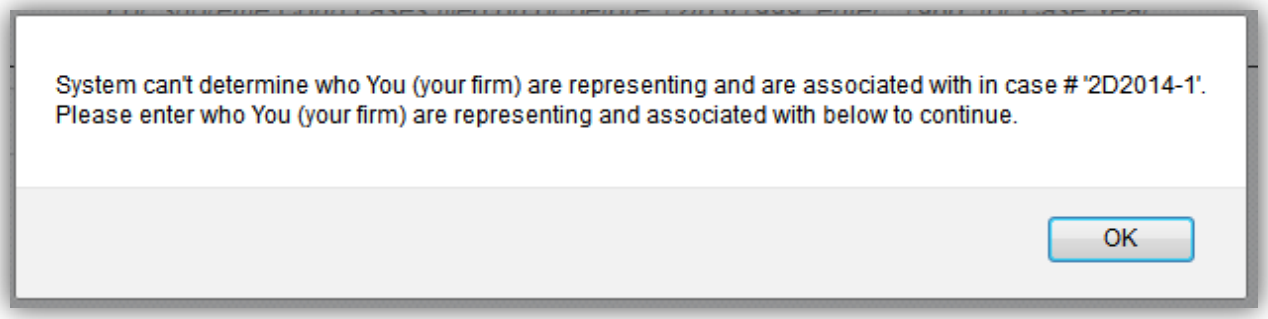
Select the **Appellate court Case Year and Case #** and then select **Search**

District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 11:07:46 AM
Case Information
Documents
Service List
Review and Submit
All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).
Please choose the Appellate court and enter Case Year and Case Number then click Search to locate your case.
Case Year must be a valid 4 digit year (example: 2012).
For Supreme Court cases filed on or before 12/03/1999, enter "1960" for Case Year.
Case Number must be 5 digits or less. No leading zeros are necessary (example: 412).
*Appellate court
Second District Court of Appeal
*Case Year 2013
*Case # 23
Search
Case Title
Proceeding Type

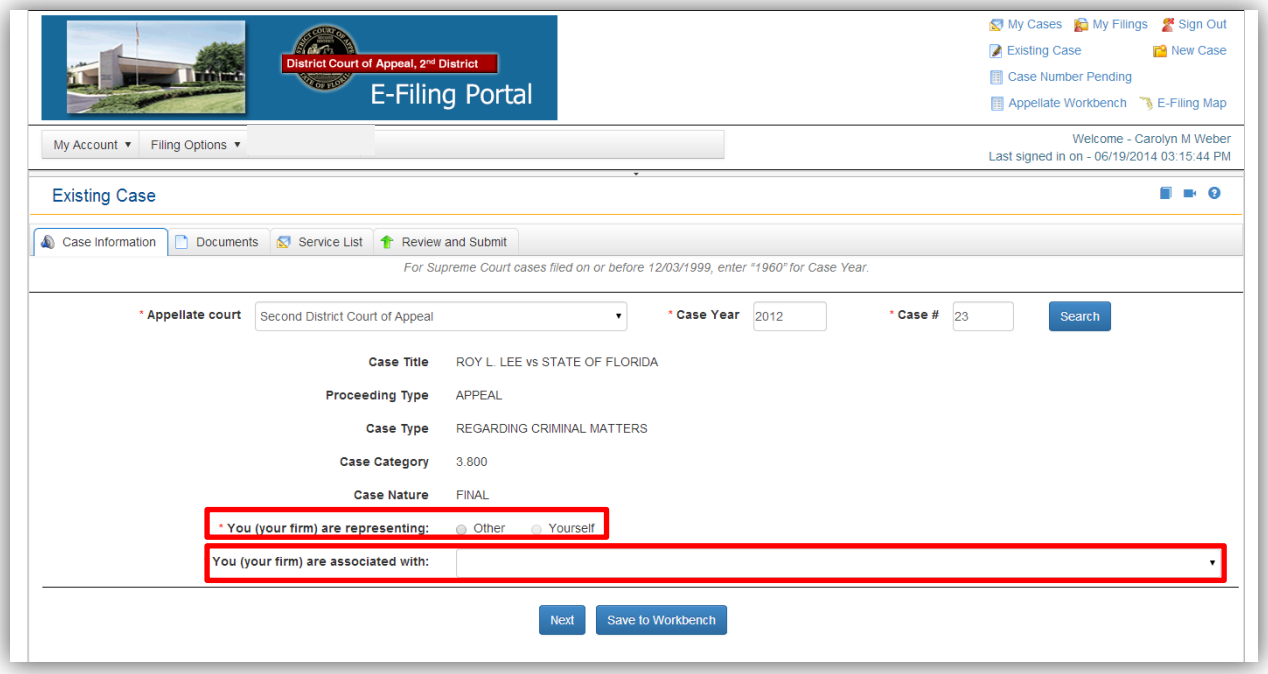
The Portal will retrieve the Case Information from the District Court of Appeal.



And present a message that asks you to choose you who represent and who you are associated with in order to continue.


System can't determine who You (your firm) are representing and are associated with in case # '2D2014-1'.
Please enter who You (your firm) are representing and associated with below to continue.
OK

Select **OK** to continue to the Case Information page where you will designate who you represent and who you are associated with as shown below.

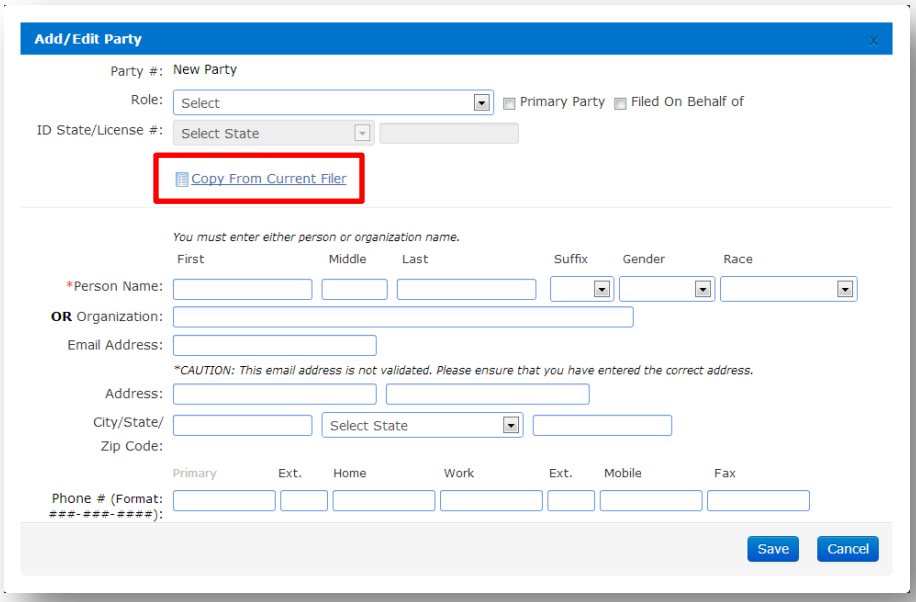


Case Parties

NOTE: Not all counties will allow you to add case parties so this screen may not be available to the filer in some counties.

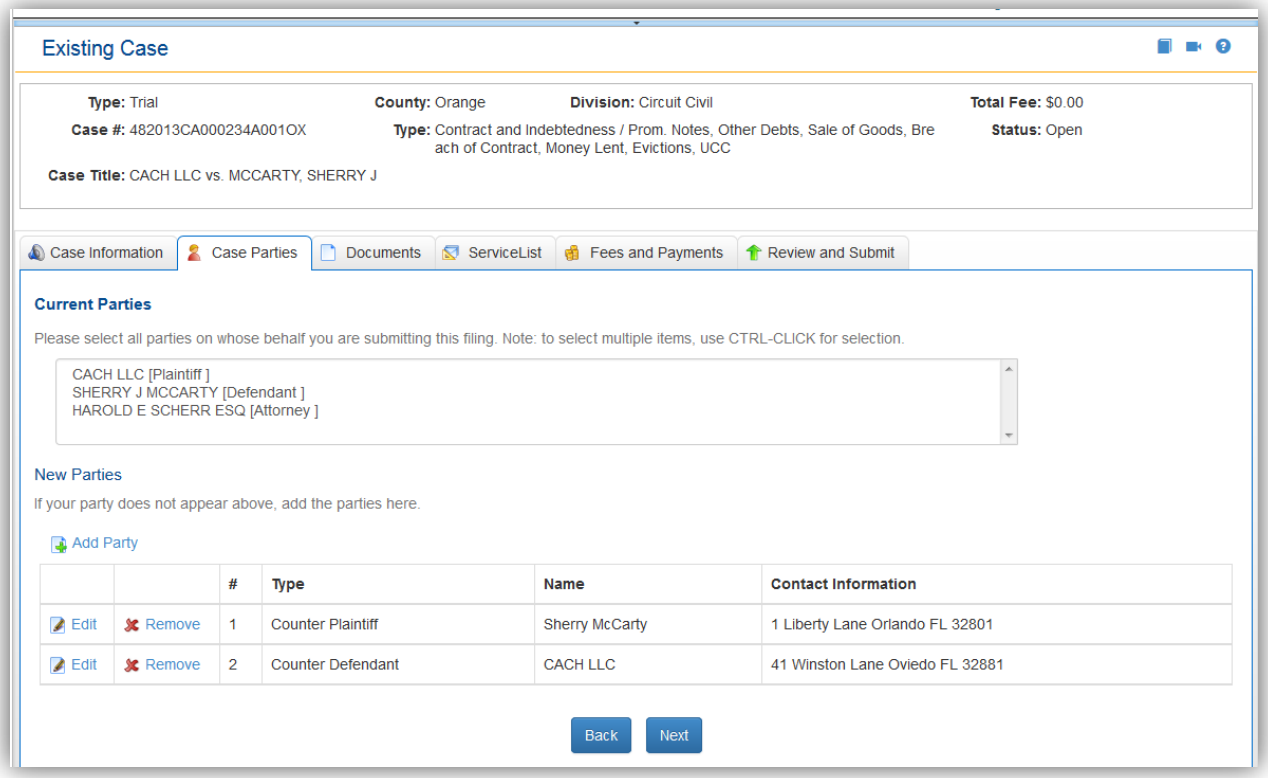
When adding a party you have 2 options:

1. Pressing on the **Copy from Current Filer** option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. This is used when the attorney is adding him or herself to the case as counsel on behalf of a party. The attorney would not be a Primary Party.
2. Then after selecting the party you are going to enter, type in the party information directly into the available fields. **NOTE**: The Person Name or Organization is a required field and must be completed in order to submit a new case.



Click the **Save** button when entries are complete.

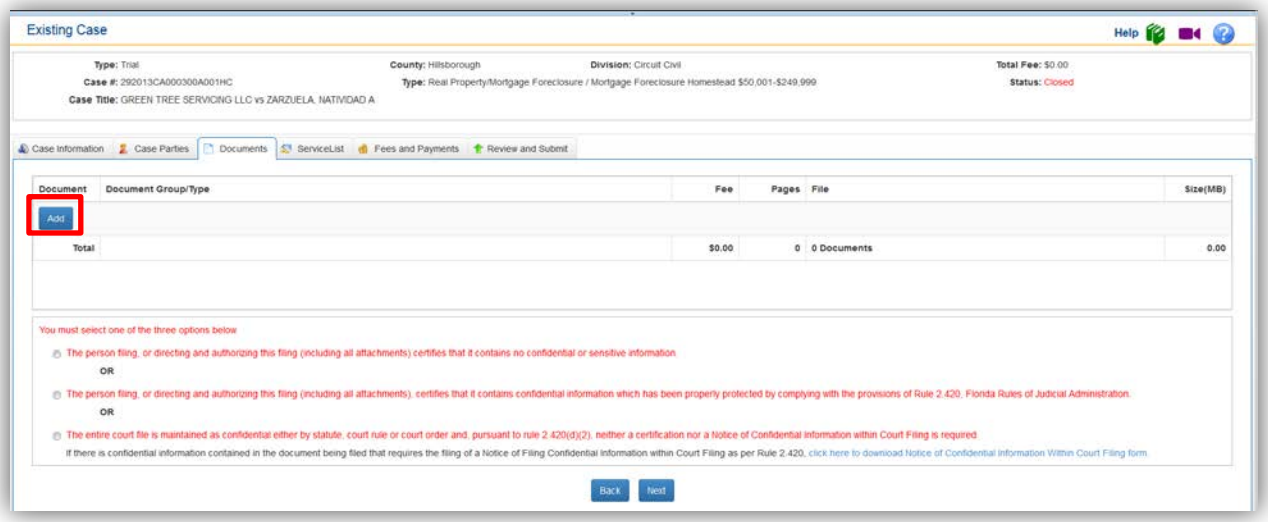
The pre-existing parties and the new parties will be displayed. In the listing of the new party records the filer has the option to **Edit** or **Remove** a party they have entered on the case. Parties previously existing on the case cannot be edited or removed. Clicking **Add Party** again allows the filer to add another party to the case so that all parties may be added.


Existing Case
Type: Trial
County: Orange
Division: Circuit Civil
Total Fee: $0.00
Case #: 482013CA000234A001OX
Type: Contract and Indebtedness / Prom. Notes, Other Debts, Sale of Goods, Breach of Contract, Money Lent, Evictions, UCC
Status: Open
Case Title: CACH LLC vs. MCCARTY, SHERRY J
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Current Parties
Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.
CACH LLC [Plaintiff]
SHERRY J MCCARTY [Defendant]
HAROLD E SCHERR ESQ [Attorney]
New Parties
If your party does not appear above, add the parties here.
Add Party
Type Name Contact Information
Edit Remove 1 Counter Plaintiff Sherry McCarty 1 Liberty Lane Orlando FL 32801
Edit Remove 2 Counter Defendant CACH LLC 41 Winston Lane Oviedo FL 32881
Back
Next

When the filer has completed adding or editing all necessary parties to the case, click the **Next** button. If you need to go back to the Case Information page select the **Back** button or **Case Information** from the menu bar.

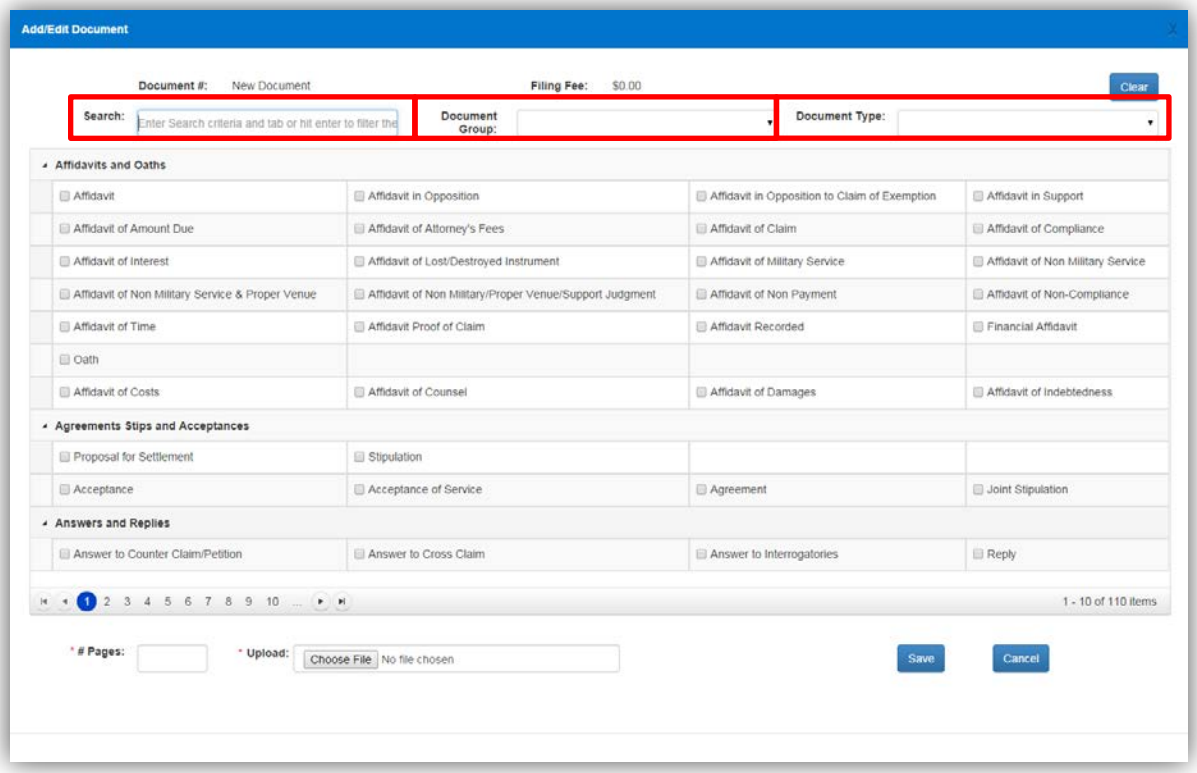
Documents – Trial Court

The Documents Page is next. Click **Add** to add a document to the case.

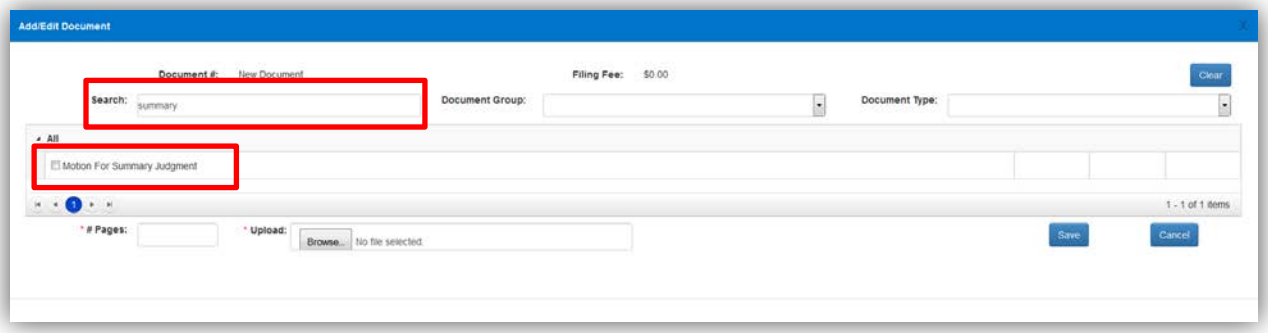

Existing Case
Help
Type: Trial
Case #: 292013CA000300A001HC
Case Title: GREEN TREE SERVICING LLC vs ZARZUELA, NATIVIDAD A
County: Hillsborough
Type: Real Property/Mortgage Foreclosure / Mortgage Foreclosure Homestead $50,001-$249,999
Division: Circuit Civil
Total Fee: $0.00
Status: Closed
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Add
Total
$0.00
0
0 Documents
0.00
You must select one of the three options below
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

Note: On existing cases, there may or may not be an exact match of the document you are filing to the list of documents available to the filer. This list of docket codes is set up the by clerk. If the exact name of the document you are filing is not available, select the document that most closely resembles the document you are submitting.

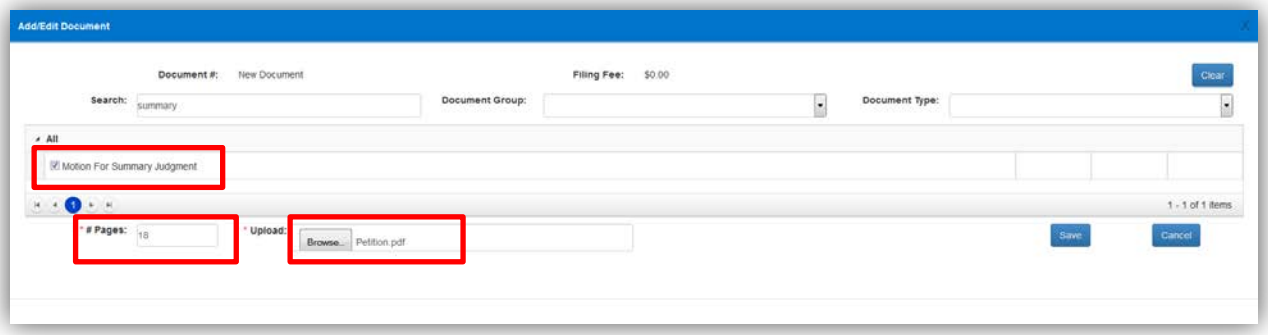
You may search for a document by selecting the **Search** field and typing in your search criteria. Or you may select a **Document Group** and **Document Type** from the dropdown lists which are established by the county staff. If the document group or type is not listed, select the document that most closely resembles the document you are going to file.



If you use the search feature, type in the most uncommon word in the title of your document and then use your **Tab** key to perform the search. In the below example, we will use the word 'summary' to limit the result set of our search.

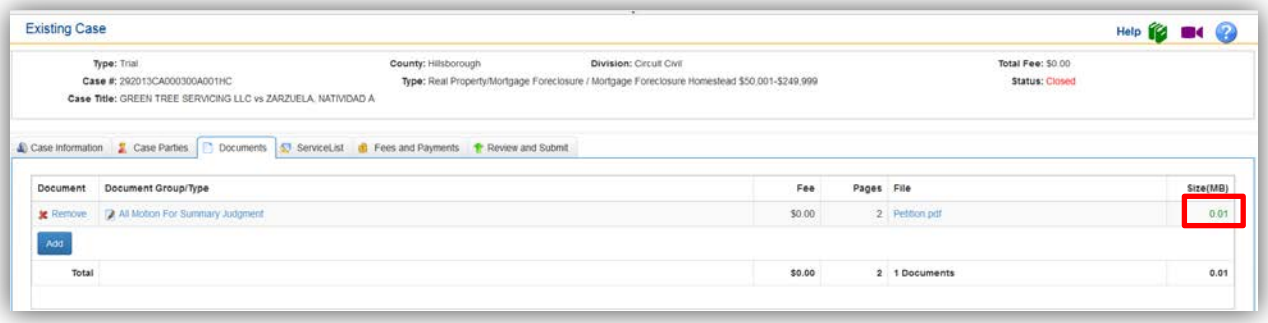


Select the document you wish to file, type in the number of pages, and upload the document. Then click on **Save** to add it to the list of documents you will submit.



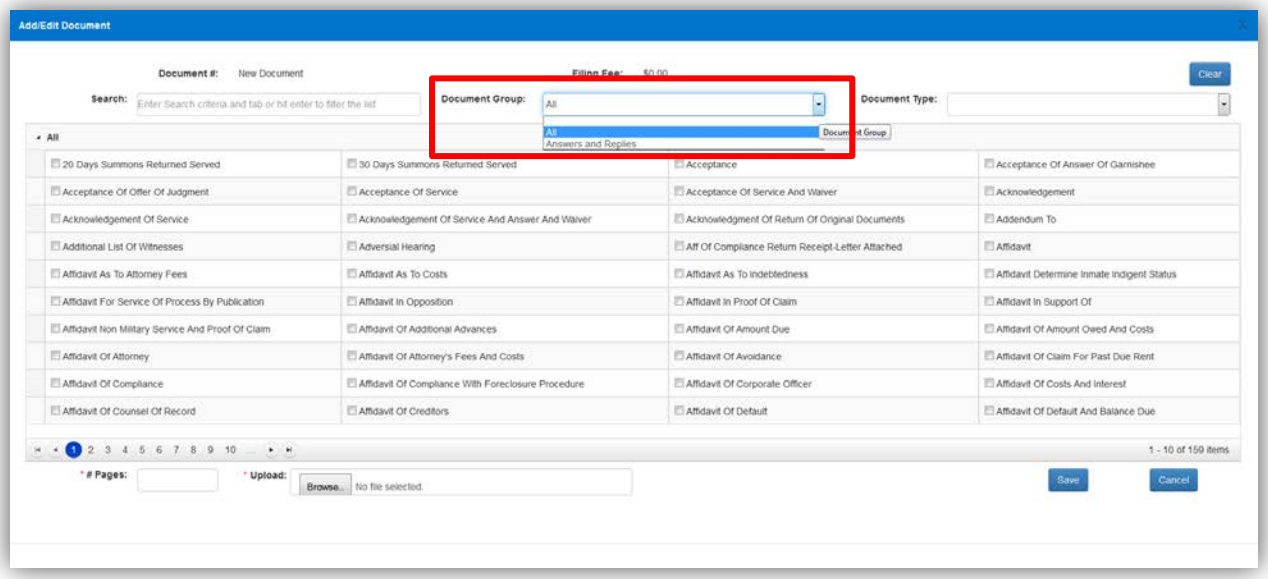
Your Document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file with the total file size not to exceed 25MB

If your document is larger than 25MB, break your document down into two separate files and then submit them individually. A progress bar will appear when submitting the larger documents to let you know that the upload is in progress. When the file size appears, your document has completely uploaded and you are ready to continue. The speed of the upload depends on your internet connection.

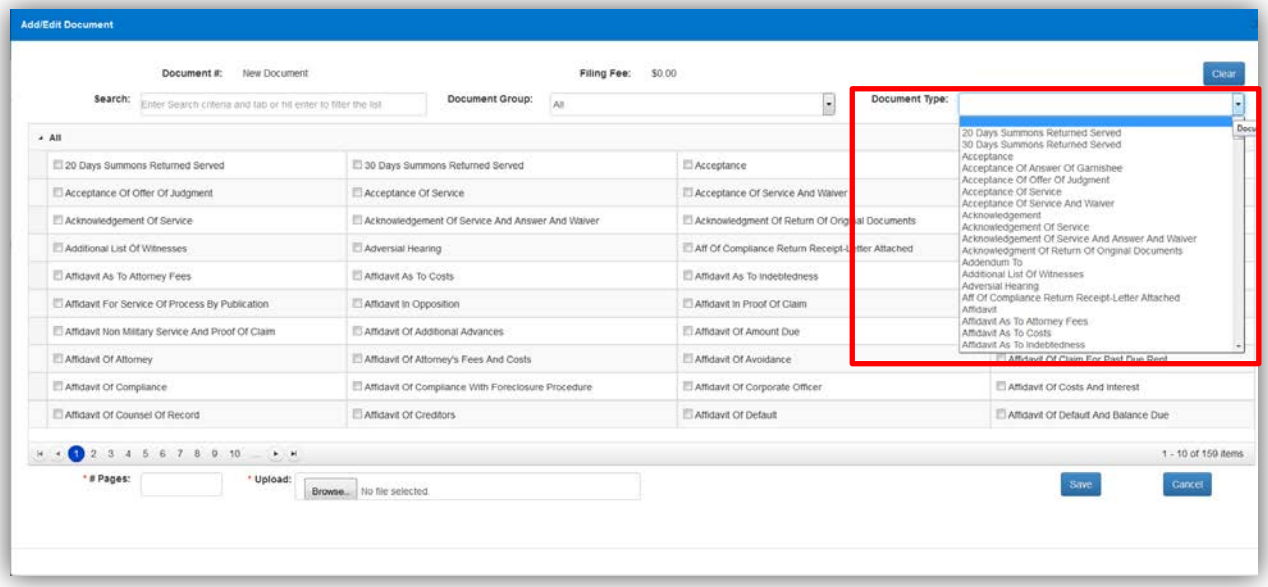


If you do not use the search field, select the **Document Group** from the drop down and then the **Document Type**, type in the **# Pages** and browse out to your computer where you have saved the computer generated document as a PDF file and select the document you wish to submit.

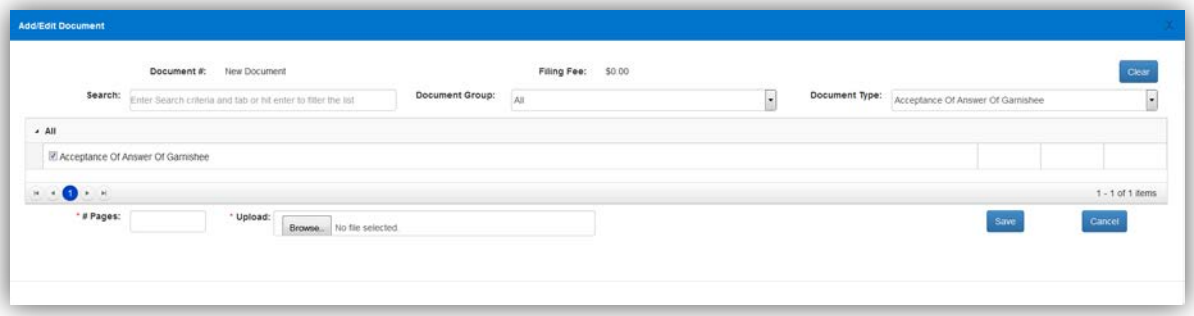
Document Group


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit enter to filter the list
Document Group: All
Document Type:
All
Answers and Replies
All
20 Days Summons Returned Served
30 Days Summons Returned Served
Acceptance
Acceptance Of Answer Of Garnishee
Acceptance Of Offer Of Judgment
Acceptance Of Service
Acceptance Of Service And Waiver
Acknowledgement
Acknowledgement Of Service
Acknowledgement Of Service And Answer And Waiver
Acknowledgment Of Return Of Original Documents
Addendum To
Additional List Of Witnesses
Adversial Hearing
Aff Of Compliance Return Receipt-Letter Attached
Affidavit
Affidavit As To Attorney Fees
Affidavit As To Costs
Affidavit As To Indebtedness
Affidavit Determine Inmate Indigent Status
Affidavit For Service Of Process By Publication
Affidavit In Opposition
Affidavit In Proof Of Claim
Affidavit In Support Of
Affidavit Non Military Service And Proof Of Claim
Affidavit Of Additional Advances
Affidavit Of Amount Due
Affidavit Of Amount Owed And Costs
Affidavit Of Attorney
Affidavit Of Attorney's Fees And Costs
Affidavit Of Avoidance
Affidavit Of Claim For Past Due Rent
Affidavit Of Compliance
Affidavit Of Compliance With Foreclosure Procedure
Affidavit Of Corporate Officer
Affidavit Of Costs And Interest
Affidavit Of Counsel Of Record
Affidavit Of Creditors
Affidavit Of Default
Affidavit Of Default And Balance Due
1 2 3 4 5 6 7 8 9 10
1 - 10 of 159 items
Pages:
Upload:
Browse...
No file selected.
Save
Cancel

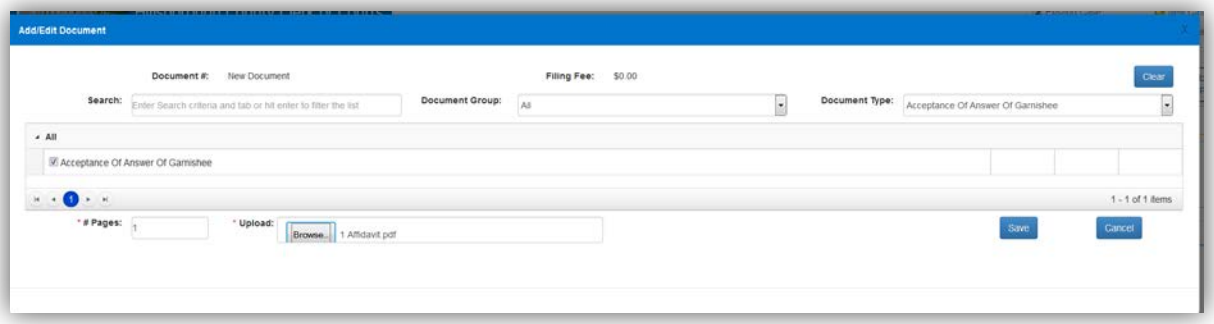
Document Type



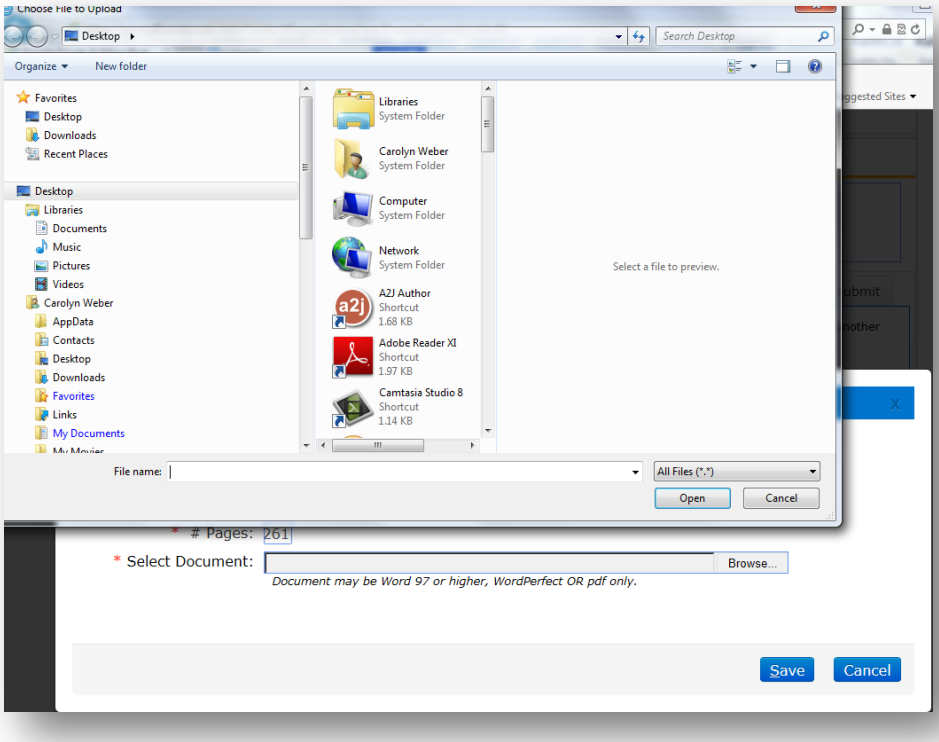
Select from the Document Type drop down the document you will submit.



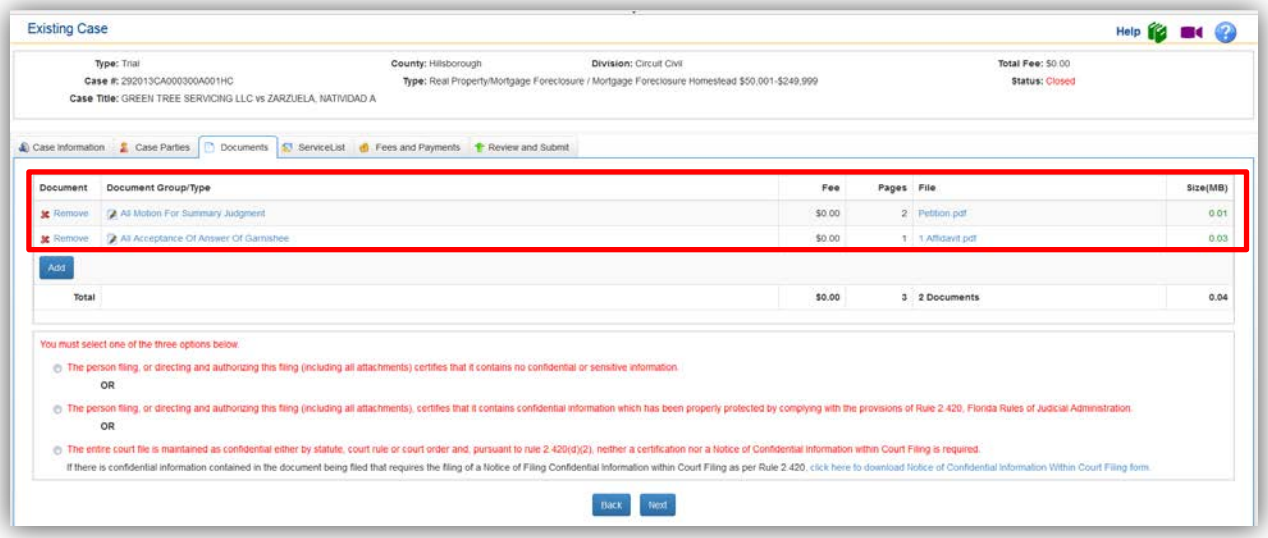
Then type in the number of pages



Browse out on your computer to find your document that you have computer generated, added the electronic signature and saved as a PDF.

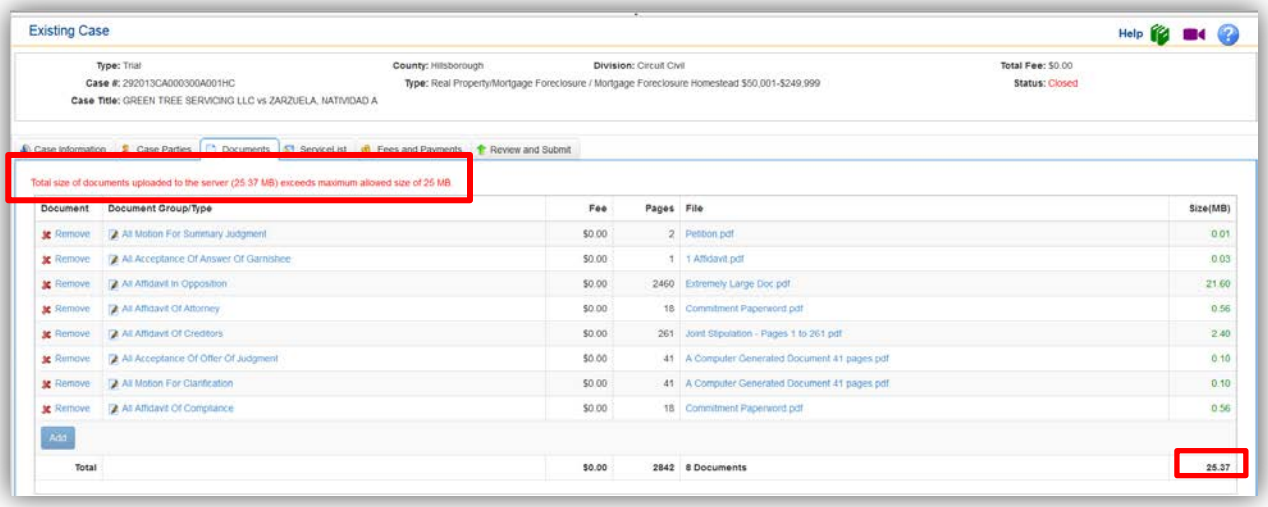


The documents will display in the list.


Existing Case
Help
Type: Trial
Case #: 292013CA000300A001HC
Case Title: GREEN TREE SERVICING LLC vs ZARZUELA, NATIVIDAD A
County: Hillsborough
Type: Real Property/Mortgage Foreclosure / Mortgage Foreclosure Homestead $50,001-$249,999
Division: Circuit Civil
Total Fee: $0.00
Status: Closed
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Remove
All Motion For Summary Judgment
$0.00
2
Petition.pdf
0.01
Remove
All Acceptance Of Answer Of Garnishee
$0.00
1
1 Affidavit.pdf
0.03
Add
Total
$0.00
3
2 Documents
0.04
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

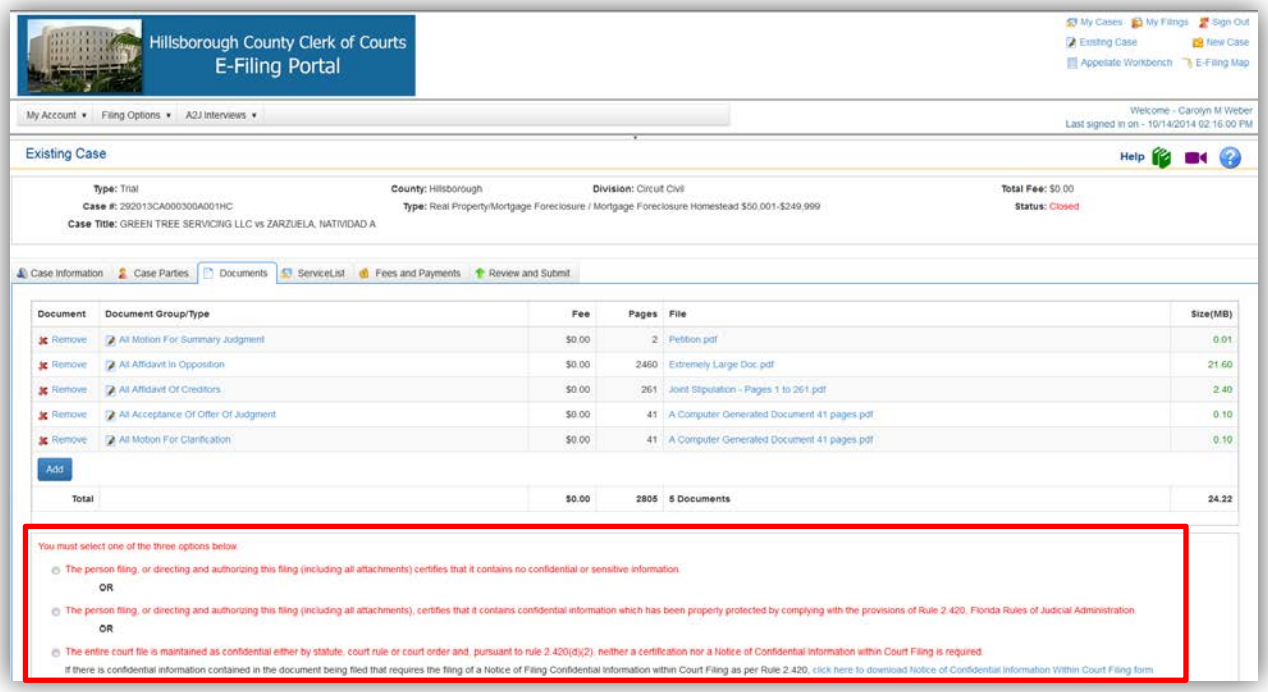
The document page also allows the filer to **Edit** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears. The aggregate size of the submission is visible in the bottom right hand corner of the screen so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 25MB. If you attach too many documents to the submission, and it exceeds the 25MB size limit, an error message will appear as shown below.



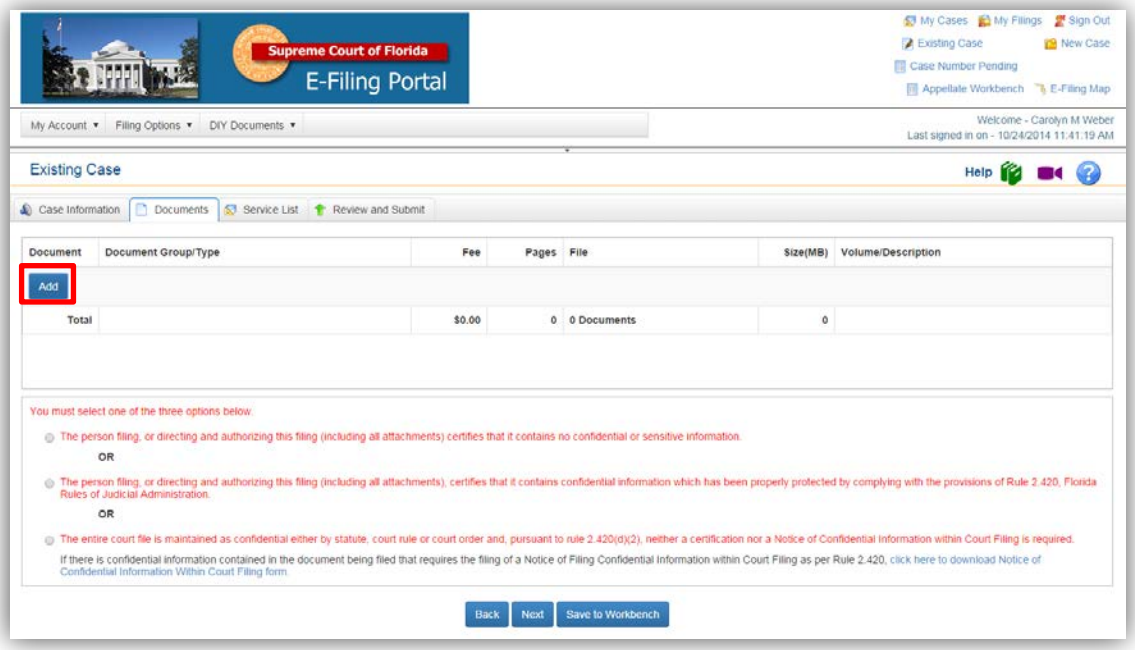
To file documents that are larger than 25MB, break the document down into two separate files and submit them individually.

When the filer has completed adding or editing all necessary document information, be sure to complete the Confidential Information section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.

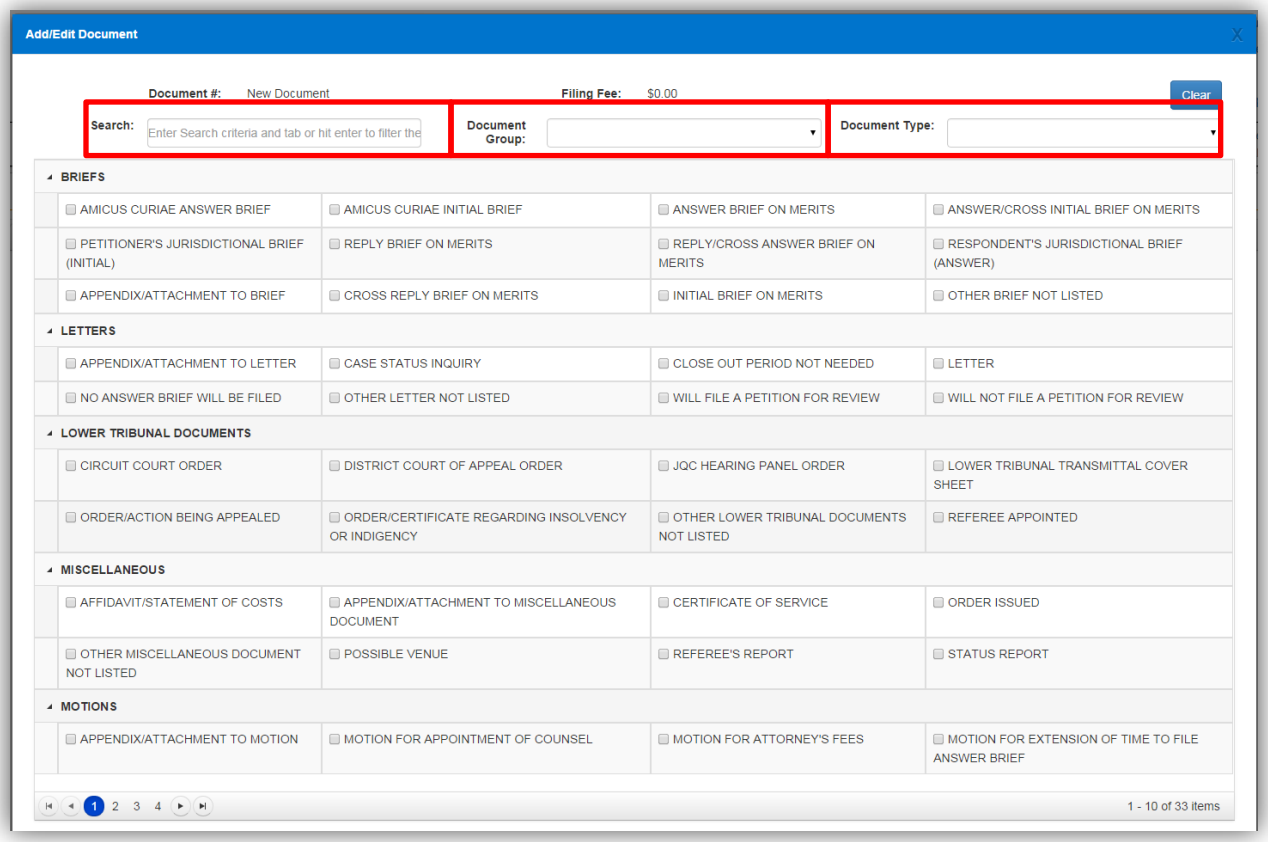

Hillsborough County Clerk of Courts
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Existing Case
Help
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Add
Total
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.

Documents – Appellate Court

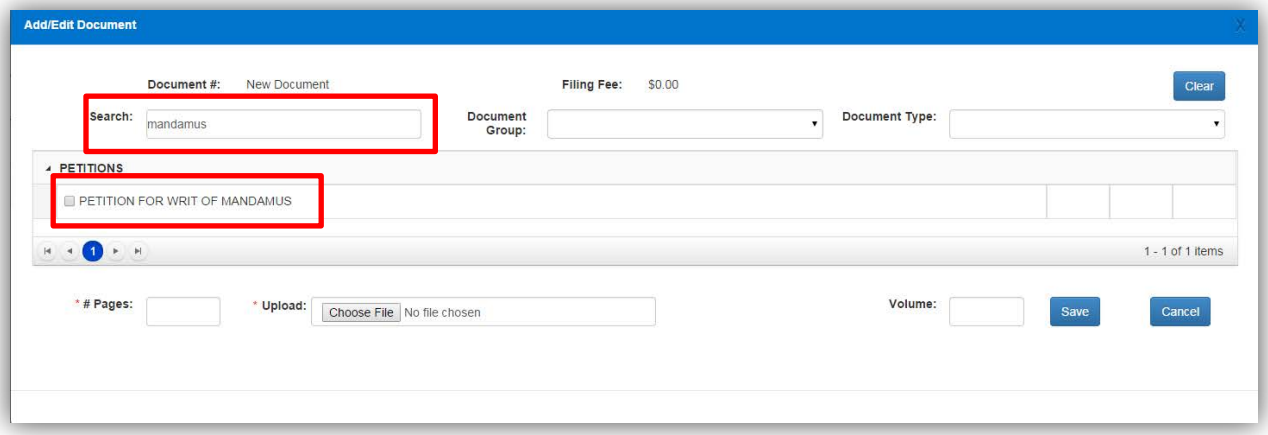
The Documents Page is next. Click **Add** to add documents to the case.


Supreme Court of Florida
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
DIY Documents
Existing Case
Help
Case Information
Documents
Service List
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Volume/Description
Add
Total
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

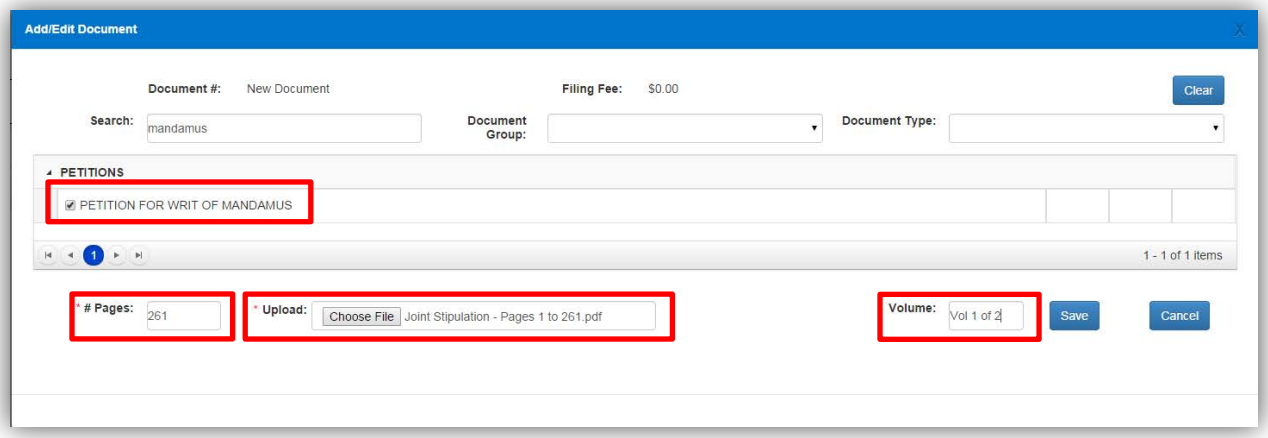
You may search for a document by selecting the **Search** field and typing in your search criteria. Or you may select a **Document Group** and **Document Type** from the dropdown lists which are established by the county staff. If the document group or type is not listed, select the document that most closely resembles the document you are going to file.



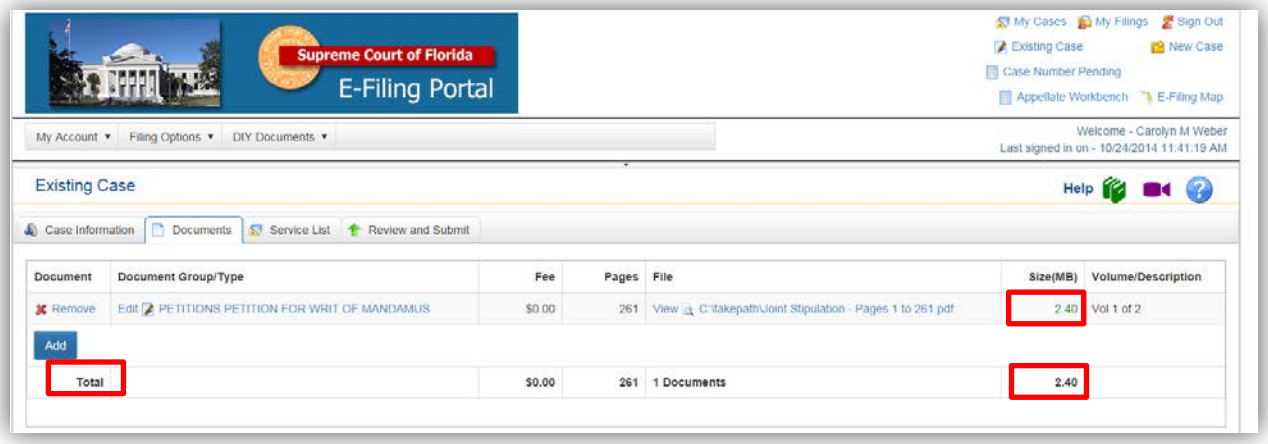
If you use the search feature, type in the most uncommon word in the title of your document and then use your **Tab** key to perform the search. In the below example, we will use the word 'mandamus' to limit the result set of our search.



Select the document you wish to file, type in the number of pages, and upload the document. You may also use the Volume field to further identify the document you are submitting. If your document is larger than 25MB, break your document down into two separate files and then submit them individually using the additional text Volume field to identify the volumes. Then click on **Save** to add it to the list of documents you will submit.

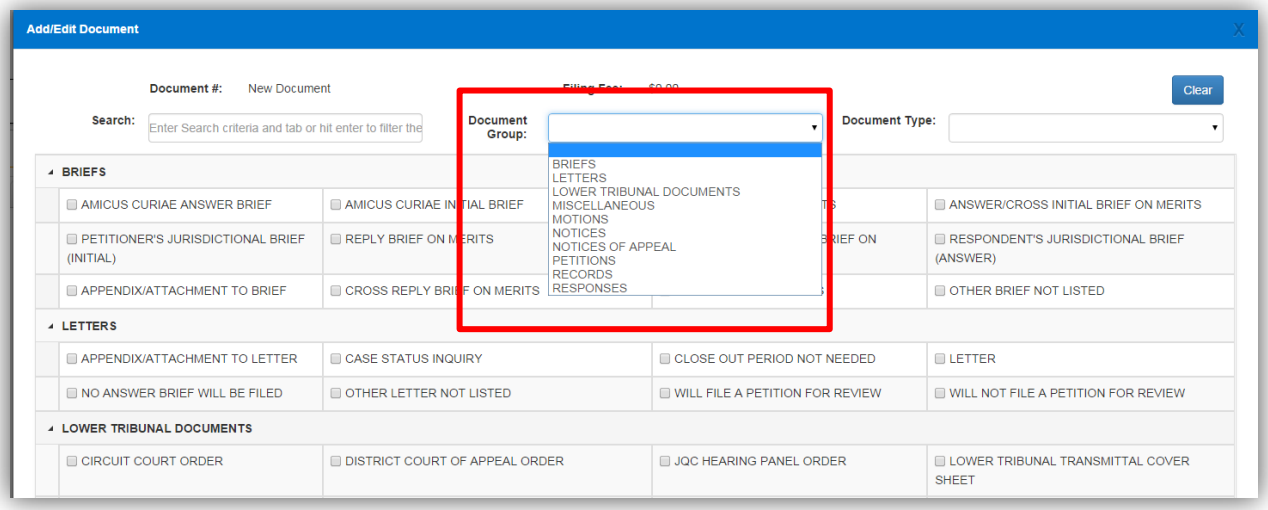


Your Document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file with the total file size not to exceed 25MB

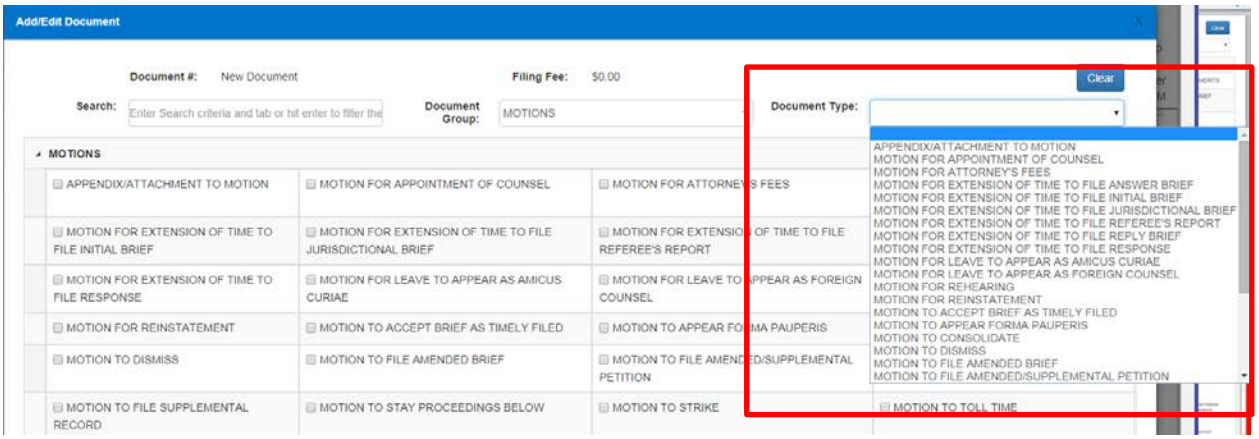


If you do not use the search field, select the **Document Group** from the drop down and then the **Document Type**, type in the **# Pages** and browse out to your computer where you have saved the computer generated document as a PDF file and select the document you wish to submit.

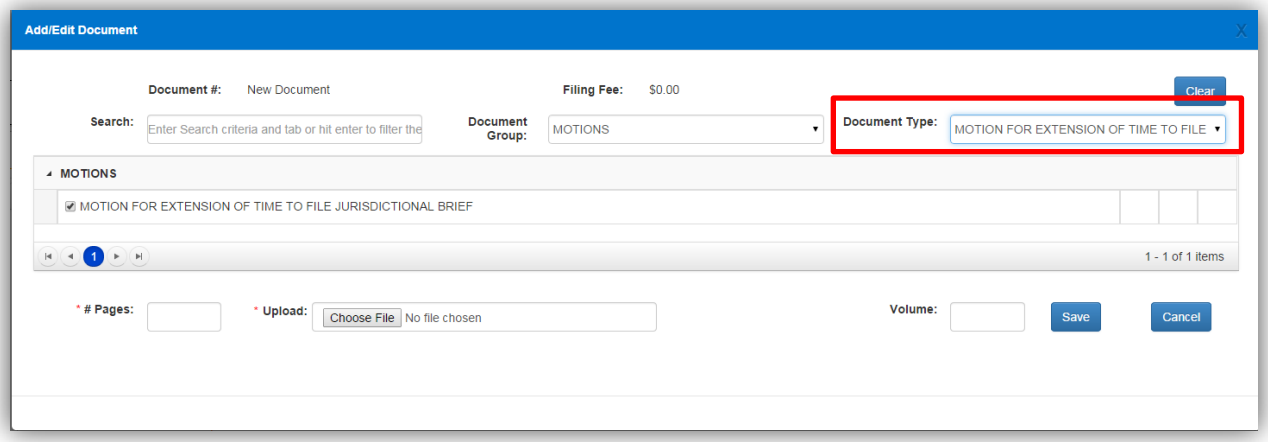
Document Group



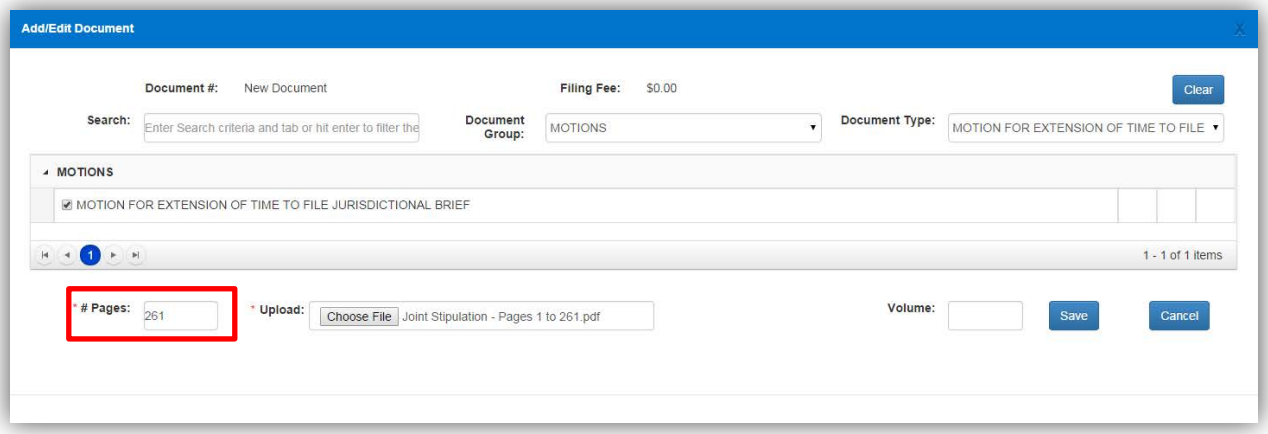
Document Type


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type:
Clear
MOTIONS
APPENDIX/ATTACHMENT TO MOTION
MOTION FOR APPOINTMENT OF COUNSEL
MOTION FOR ATTORNEY'S FEES
MOTION FOR EXTENSION OF TIME TO FILE INITIAL BRIEF
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
MOTION FOR EXTENSION OF TIME TO FILE RESPONSE
MOTION FOR LEAVE TO APPEAR AS AMICUS CURIAE
MOTION FOR LEAVE TO APPEAR AS FOREIGN COUNSEL
MOTION FOR REINSTATEMENT
MOTION TO ACCEPT BRIEF AS TIMELY FILED
MOTION TO DISMISS
MOTION TO FILE AMENDED BRIEF
MOTION TO FILE SUPPLEMENTAL RECORD
MOTION TO STAY PROCEEDINGS BELOW
MOTION TO STRIKE
MOTION TO TOLL TIME
MOTION FOR REHEARING
MOTION TO CONSOLIDATE
MOTION TO FILE AMENDED/SUPPLEMENTAL PETITION

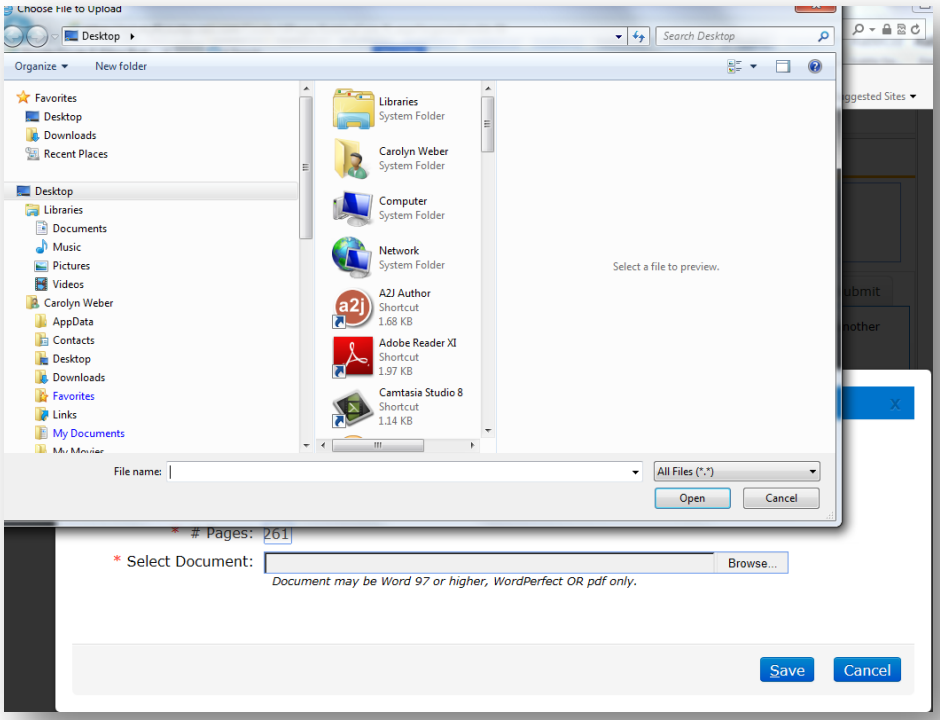
Select from the Document Type drop down the document you will submit.

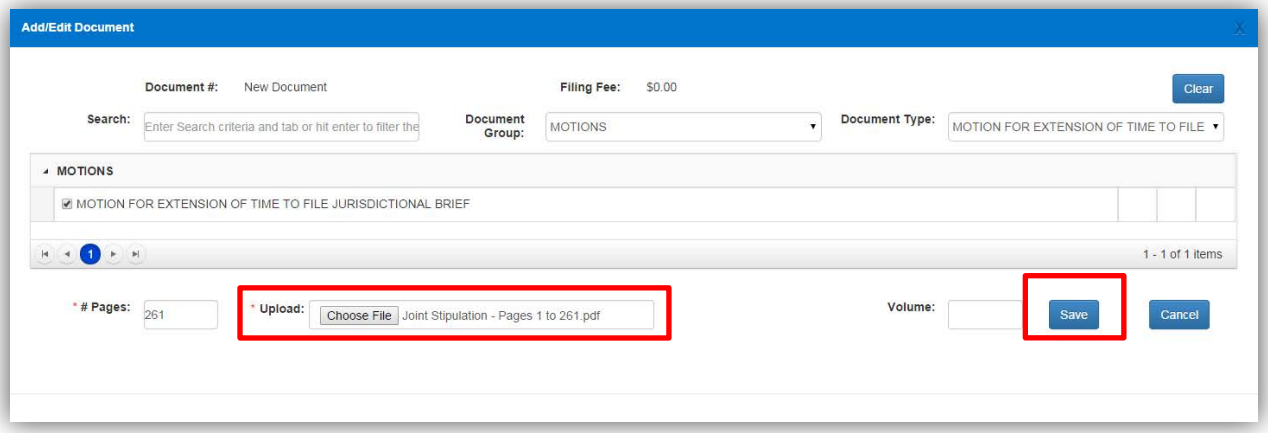

Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type: MOTION FOR EXTENSION OF TIME TO FILE
MOTIONS
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
1 - 1 of 1 items
Pages:
Upload: Choose File No file chosen
Volume:
Save
Cancel

Then type in the number of pages

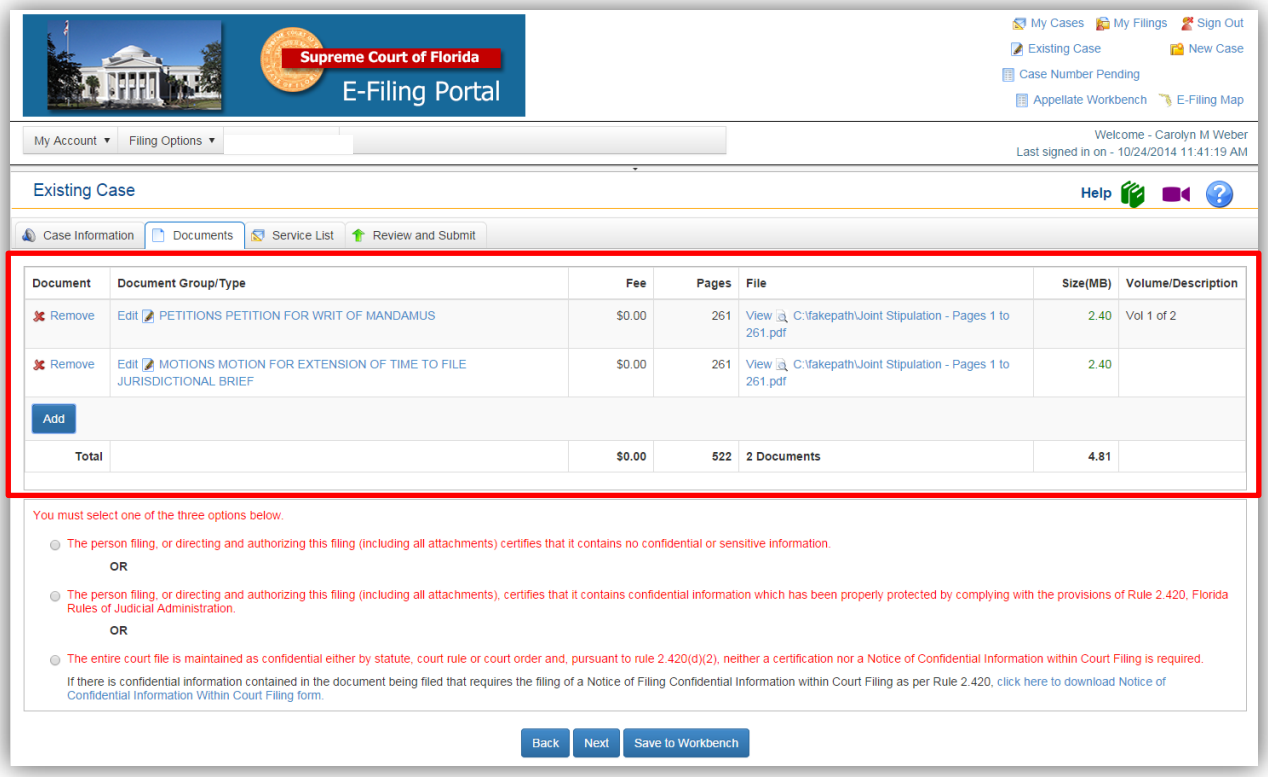

Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type: MOTION FOR EXTENSION OF TIME TO FILE
MOTIONS
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
1 - 1 of 1 items
Pages: 261
Upload: Choose File Joint Stipulation - Pages 1 to 261.pdf
Volume:
Save
Cancel

Browse out on your computer to find your document that you have computer generated, added the electronic signature and saved as a PDF. Click on Open and then Save.



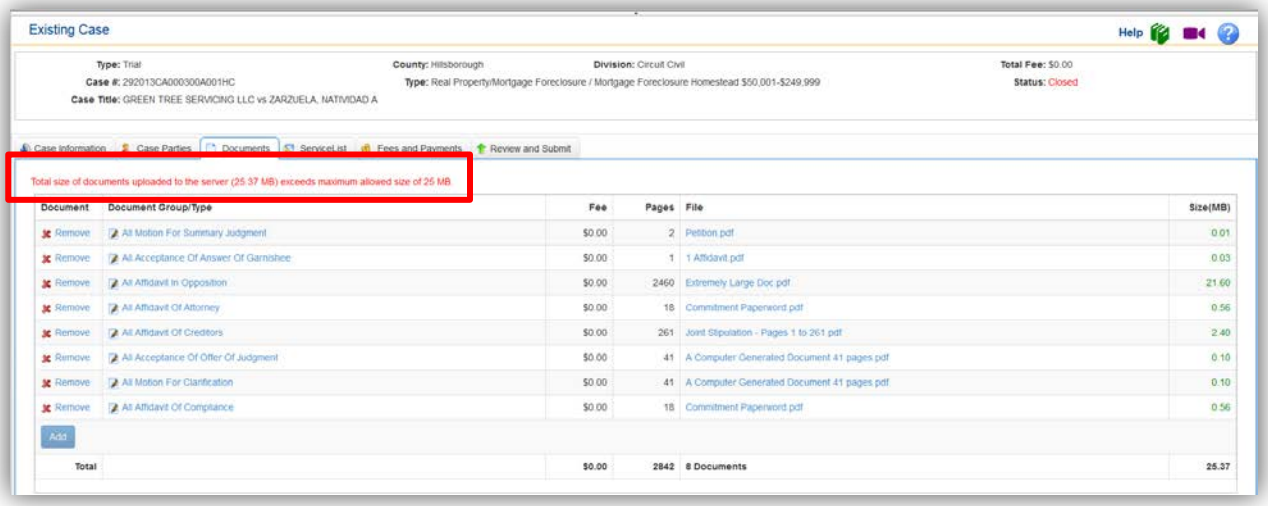

Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type: MOTION FOR EXTENSION OF TIME TO FILE
MOTIONS
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
1 - 1 of 1 items
* # Pages: 261
* Upload: Choose File Joint Stipulation - Pages 1 to 261.pdf
Volume:
Save
Cancel

The documents will display in the list.


Supreme Court of Florida
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
Welcome - Carolyn M Weber
Last signed in on - 10/24/2014 11:41:19 AM
Existing Case
Help
Case Information
Documents
Service List
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Volume/Description
Remove
Edit PETITIONS PETITION FOR WRIT OF MANDAMUS
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Vol 1 of 2
Remove
Edit MOTIONS MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Add
Total
$0.00
522
2 Documents
4.81
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

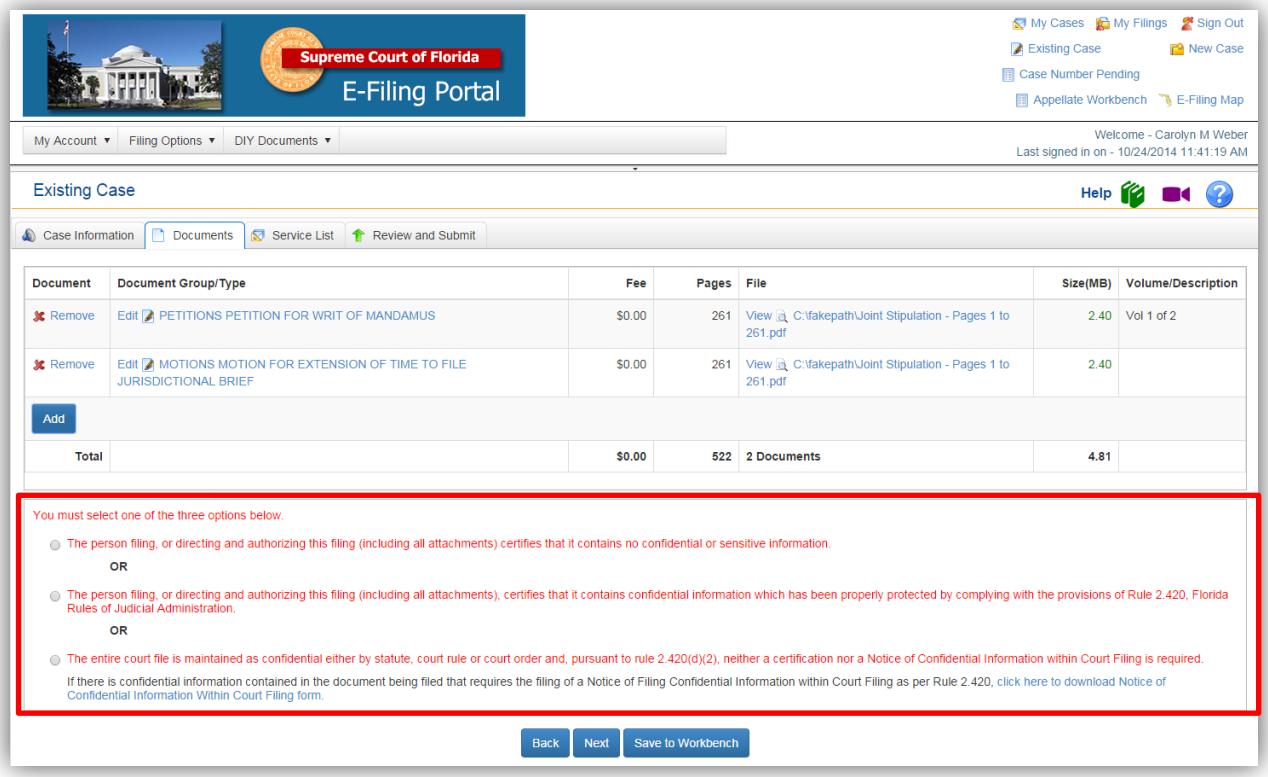
The document page also allows the filer to **Edit** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 25MB. If you attach too many documents to the submission, and it exceeds the 25MB size limit, an error message will appear as shown below.



To file documents that are larger than 25MB, break the document down into two separate files and submit them individually.

When the filer has completed adding or editing all necessary document information, be sure to complete the Confidential Information section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.

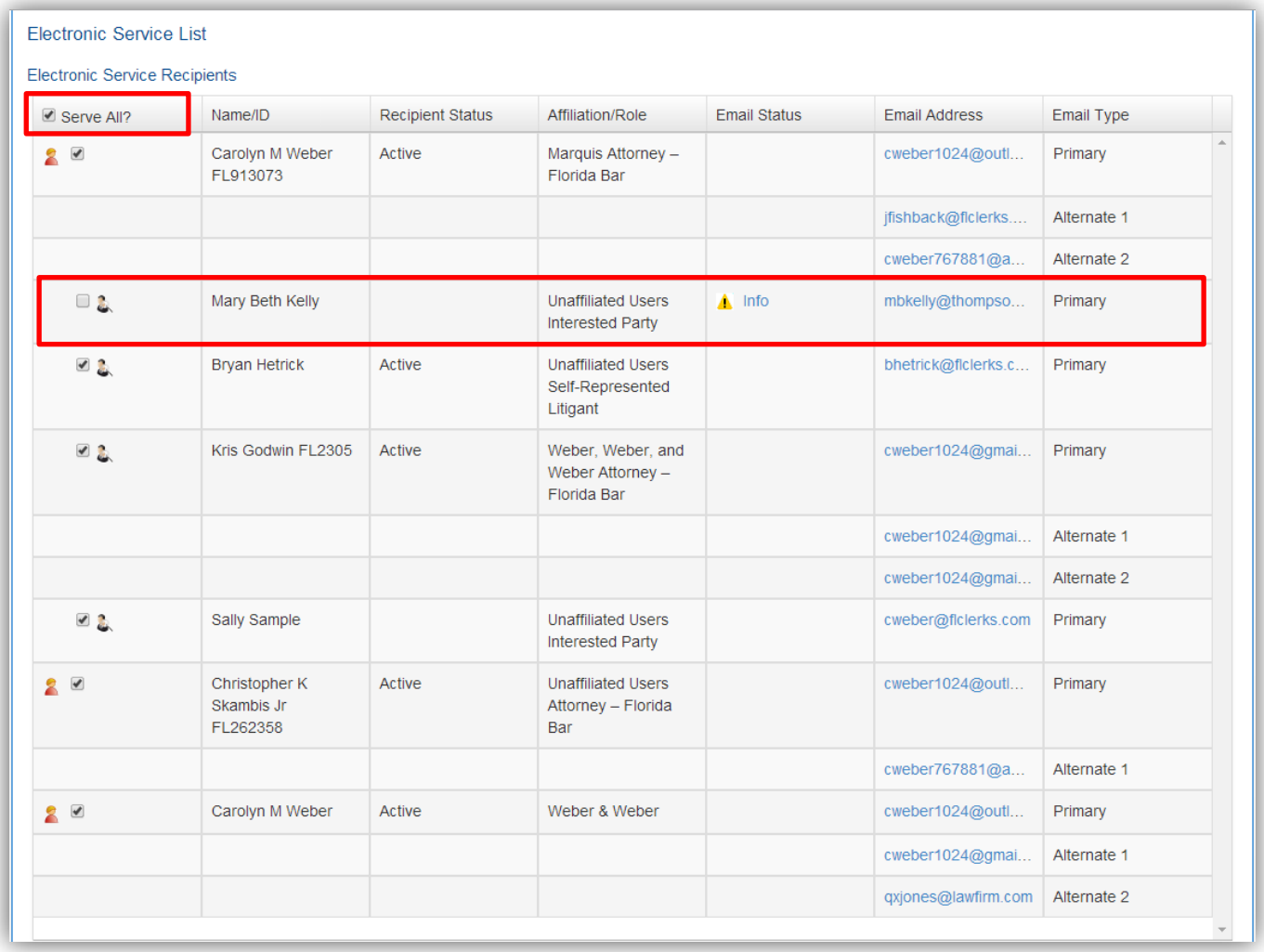

Supreme Court of Florida
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
DIY Documents
Welcome - Carolyn M Weber
Last signed in on - 10/24/2014 11:41:19 AM
Existing Case
Help
Case Information
Documents
Service List
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Volume/Description
Remove
Edit PETITIONS PETITION FOR WRIT OF MANDAMUS
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Vol 1 of 2
Remove
Edit MOTIONS MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Add
Total
$0.00
522
2 Documents
4.81
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

Service List

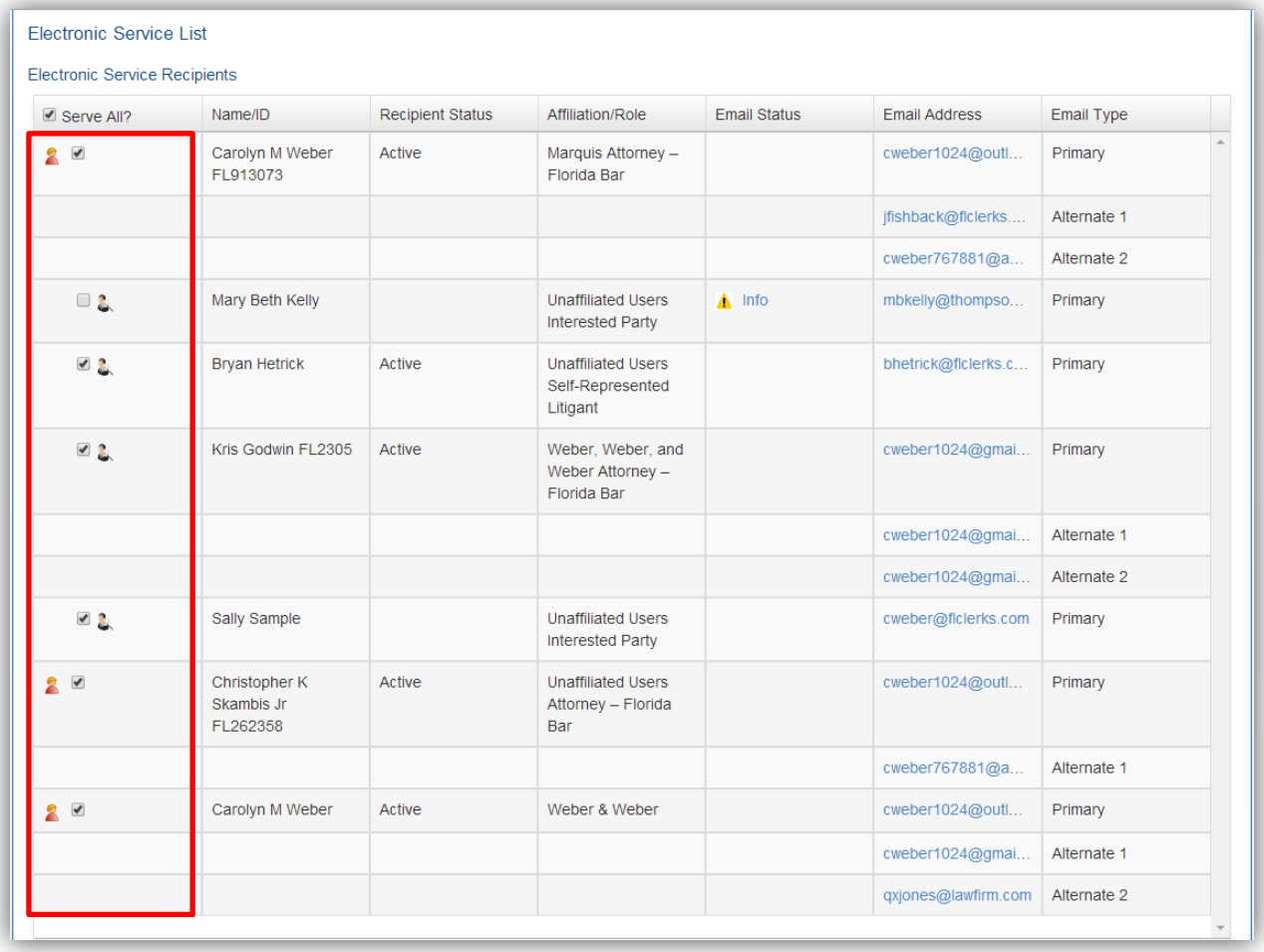
Next you see the **ServiceList** page. **You must select from the Service Recipient List the parties you wish to serve by placing a check in the box next to the name of the people you wish to serve. You may select the entire list by placing a check in the box next to 'Serve All?' in the column header.** .

You may add anyone that does not appear on the Electronic Service Recipients list to the Service List by using the **Add Other Attorney/Interested Parties** link.

Any email address that has received a bounced back email will be flagged and should not be selected for E-service. Any person added to the E-service List that does not wish to receive E-service on this case and has requested removal will also be flagged and should not be selected for E-service.



A valid E-service List will have a check in the box next to the name of the people you wish to serve as is shown below. By selecting the person you wish to serve, all email addresses linked to that person will receive service of the documents filed in this case. Do not serve an email address that has received a bounce back until the problem with that email address has been corrected.



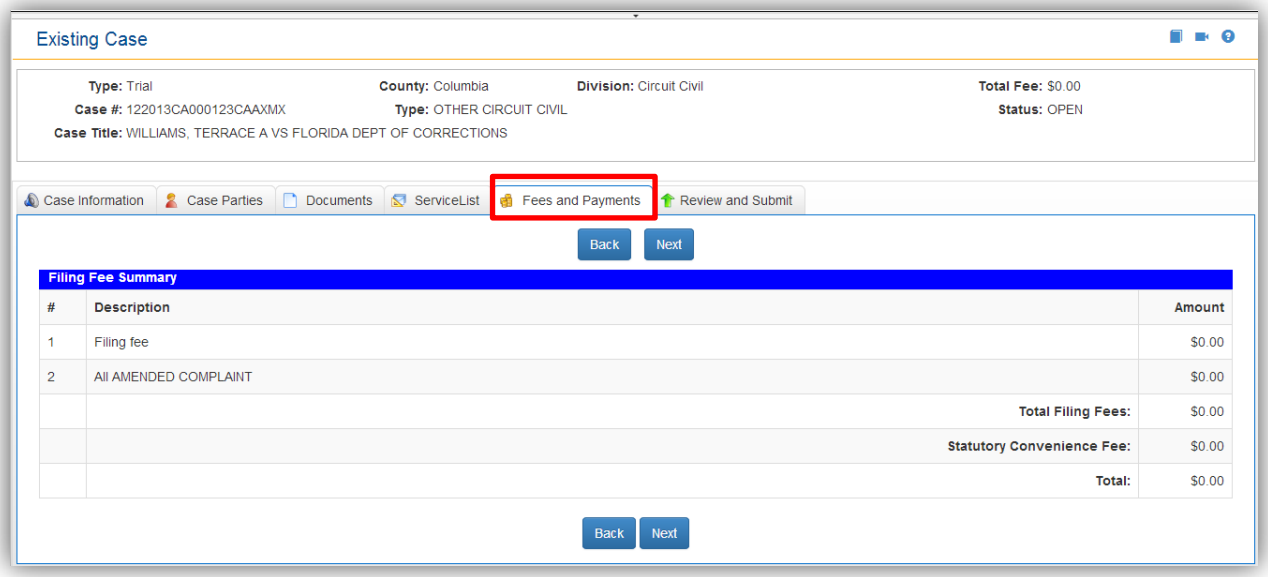
Electronic Service List

Electronic Service Recipients

Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
☑	Carolyn M Weber FL913073	Active	Marquis Attorney – Florida Bar		cweber1024@outl...	Primary
					jfishback@flclerks....	Alternate 1
					cweber767881@a...	Alternate 2
☐	Mary Beth Kelly		Unaffiliated Users Interested Party	Info	mbkelly@thompso...	Primary
☑	Bryan Hetrick	Active	Unaffiliated Users Self-Represented Litigant		bhetrick@flclerks.c...	Primary
☑	Kris Godwin FL2305	Active	Weber, Weber, and Weber Attorney – Florida Bar		cweber1024@gmai...	Primary
					cweber1024@gmai...	Alternate 1
					cweber1024@gmai...	Alternate 2
☑	Sally Sample		Unaffiliated Users Interested Party		cweber@flclerks.com	Primary
☑	Christopher K Skambis Jr FL262358	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outl...	Primary
					cweber767881@a...	Alternate 1
☑	Carolyn M Weber	Active	Weber & Weber		cweber1024@outl...	Primary
					cweber1024@gmai...	Alternate 1
					qxjones@lawfirm.com	Alternate 2

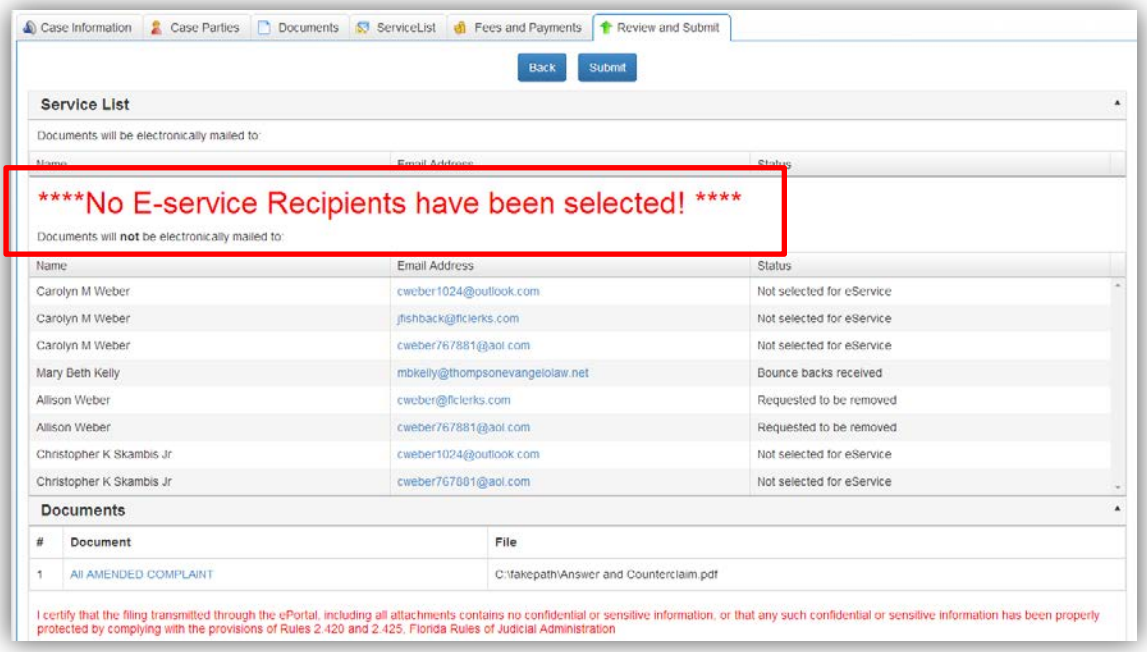
Fees and Payments

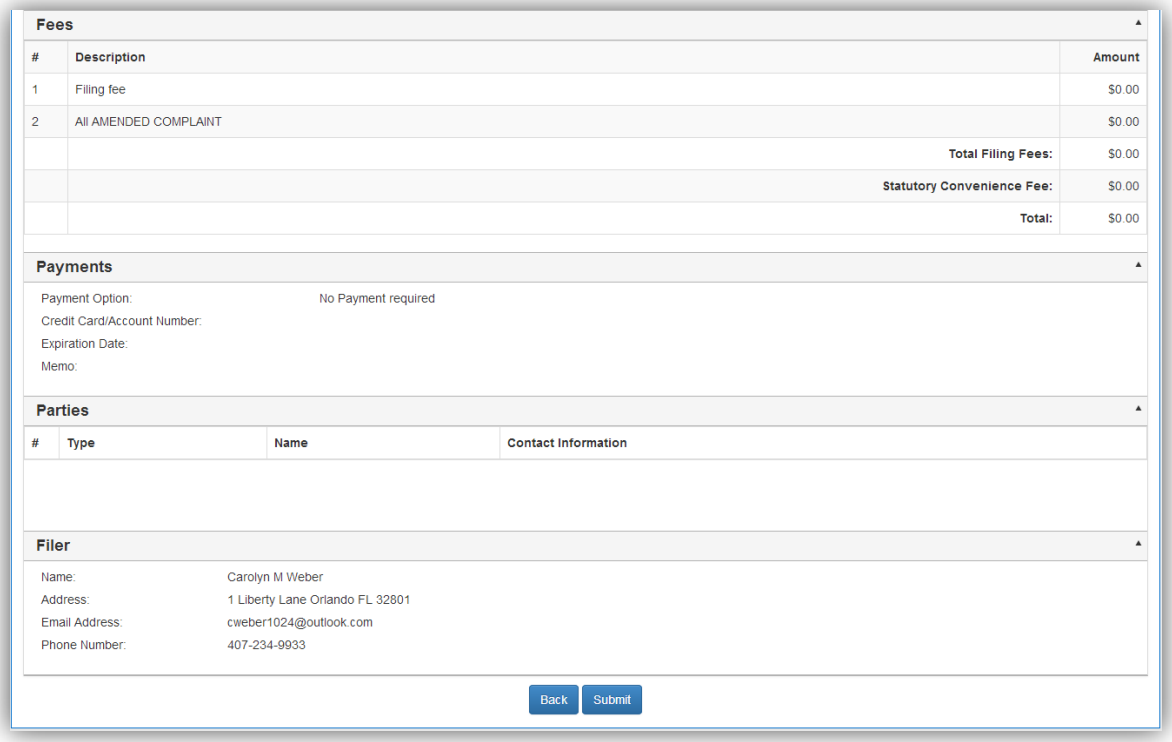
After the **ServiceList** page you are taken to the **Fees and Payments** Page. If there are no statutory fees required, select **Next**. If you need to return to the ServiceList, click **Back**.



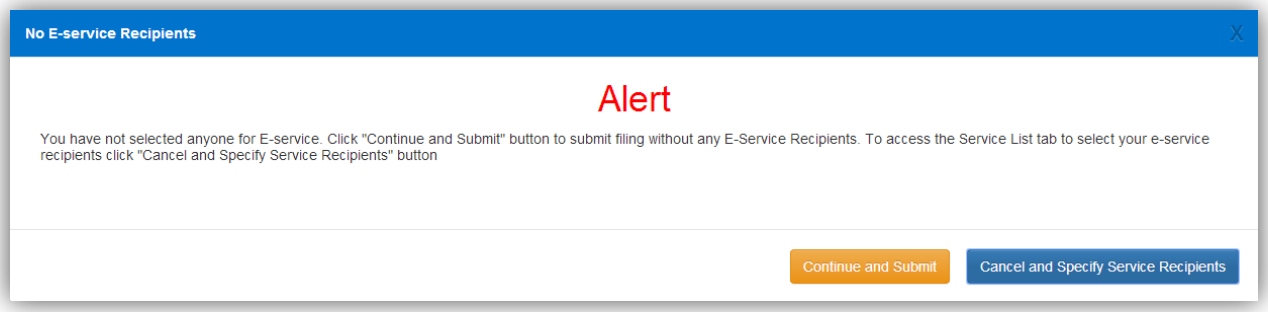
Review and Submit – Trial Court

Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList,** and/or **Fees and Payments** tab(s) to make the changes and re-save the information. If no one has been selected for E-service on the ServiceList page, a notice to that affect will appear in the ServiceList section of the Review and Submit page. To add to the E-service List go back to the ServiceList page. Once any edits to information have been made, Click **Submit.**


Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Back
Submit
Service List
Documents will be electronically mailed to:
****No E-service Recipients have been selected! ****
Documents will not be electronically mailed to:
Name Email Address Status
Carolyn M Weber cweber1024@outlook.com Not selected for eService
Carolyn M Weber jfishback@flclerks.com Not selected for eService
Carolyn M Weber cweber767881@aol.com Not selected for eService
Mary Beth Kelly mbkelly@thompsonevangelolaw.net Bounce backs received
Allison Weber cweber@flclerks.com Requested to be removed
Allison Weber cweber767881@aol.com Requested to be removed
Christopher K Skambis Jr cweber1024@outlook.com Not selected for eService
Christopher K Skambis Jr cweber767881@aol.com Not selected for eService
Documents
Document File
1 All AMENDED COMPLAINT C:\fakepath\Answer and Counterclaim.pdf
I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration

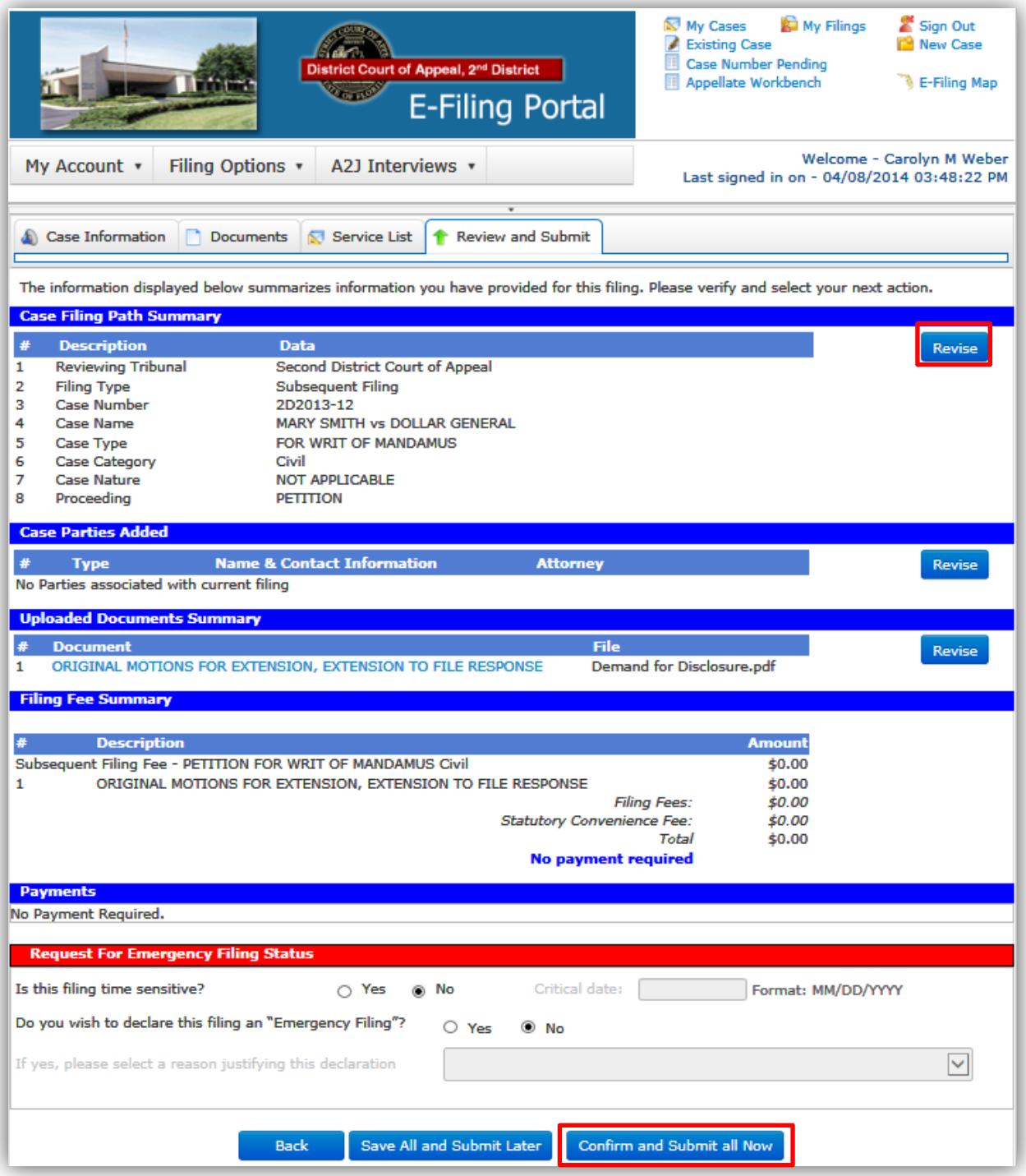


If no E-service Recipients have been selected from the **ServiceList** page, an alert will appear advising you of the deficiency and allow you to add E-service Recipients or continue the filing process.


No E-service Recipients
Alert
You have not selected anyone for E-service. Click "Continue and Submit" button to submit filing without any E-Service Recipients. To access the Service List tab to select your e-service recipients click "Cancel and Specify Service Recipients" button
Continue and Submit
Cancel and Specify Service Recipients

Review and Submit – Appellate Court

Review all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, they will appear in red and the Filer may use the **Revise** button to go back to the location of the error and make any changes that are necessary. Once any edits to information have been made and you are ready to submit your filing, click **Confirm and Submit All Now**.


District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Documents
Service List
Review and Submit
The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.
Case Filing Path Summary
Revise
Description Data
1 Reviewing Tribunal Second District Court of Appeal
2 Filing Type Subsequent Filing
3 Case Number 2D2013-12
4 Case Name MARY SMITH vs DOLLAR GENERAL
5 Case Type FOR WRIT OF MANDAMUS
6 Case Category Civil
7 Case Nature NOT APPLICABLE
8 Proceeding PETITION
Case Parties Added
Revise
Type Name & Contact Information Attorney
No Parties associated with current filing
Uploaded Documents Summary
Revise
Document File
1 ORIGINAL MOTIONS FOR EXTENSION, EXTENSION TO FILE RESPONSE Demand for Disclosure.pdf
Filing Fee Summary
Description Amount
Subsequent Filing Fee - PETITION FOR WRIT OF MANDAMUS Civil $0.00
1 ORIGINAL MOTIONS FOR EXTENSION, EXTENSION TO FILE RESPONSE $0.00
Filing Fees: $0.00
Statutory Convenience Fee: $0.00
Total $0.00
No payment required
Payments
No Payment Required.
Request For Emergency Filing Status
Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY
Do you wish to declare this filing an "Emergency Filing"? Yes No
If yes, please select a reason justifying this declaration
Back
Save All and Submit Later
Confirm and Submit all Now

The User is then taken to the **Filing Received Confirmation** page

Filing Received Confirmation

2 documents are successfully submitted for filing to Trial Court for Orange County, Florida Circuit Civil Division
Uniform Case # you have provided is 482013CA000022A001OX
Clerk Case # you have provided is 2013-CA-000022-O
Reference # for this filing is 86320

Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.

You may want to print this page for your records. Print

Recent Filings

Refresh

Filing #	UCN	Clerk Case #	Status	County	Division	Submission Date	Completion Date/Remarks
86320	482013CA000022A001OX	2013-CA-000022-O	Pending Review	Orange	Circuit Civil	12/19/2013 11:21:22 AM	
86212	482013CA000023A001OX	2013-CA-000023-O	Pending Review	Orange	Circuit Civil	12/19/2013 08:14:13 AM	

And a Filing Confirmation email is sent to the email addresses on the User's profile.

Subject: Filing Received

Dear Carolyn M Weber:

This email verifies the receipt of 1 document submitted by you to Columbia Circuit Civil on 04/07/2015 09:54:04 AM.

UCN:	122014CA000050CAAXMX
Clerk Case #:	14000050CAAXMX
Case Style:	NATIONSTAR MORTGAGE LLC VS DAVIS, TRACI
Document Title:	NOTICE OF APPEAL
Matter #:	2015-01-cw
Memo:	
Filing Fee:	$0.00
Reopen:	$25.00
All NOTICE OF APPEAL:	$0.00
Statutory Convenience Fee:	$0.75
Total Fee:	$25.75
Fee Status:	Assessed
Paid By:	Pay By Credit/Debit Card
MFC Order #:	260200

The E-Portal reference number of this filing is: 235820. Please reference this Filing # in any correspondence.

You will receive a follow-up email when your filing has been docketed with the Clerk. At that time, the fee settlement will be transmitted to your banking institution for payment. You, as the filer are responsible for fee payment. If there are any issues with payment processing, you will be contacted by the Civitek Banking Department.

Follow us on Twitter @FLCourtsEFiling

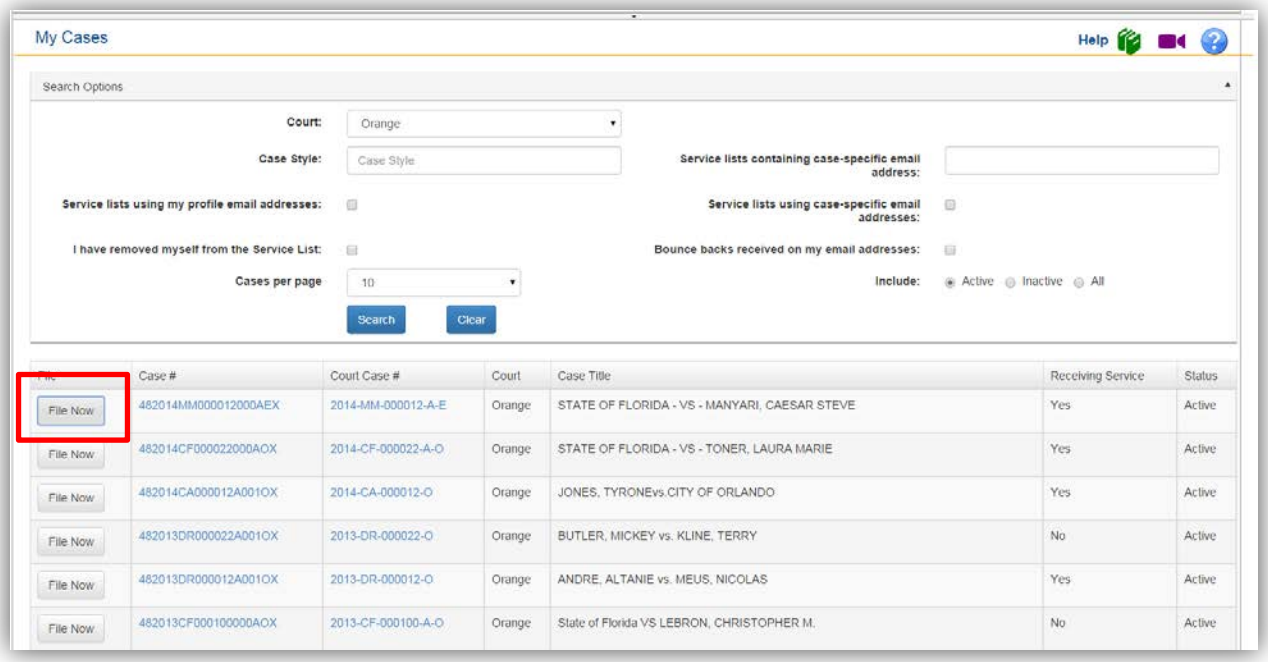
Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal

View the Training Manualshttps://www.myflcourtaccess.com/authority/trainingmanuals.html

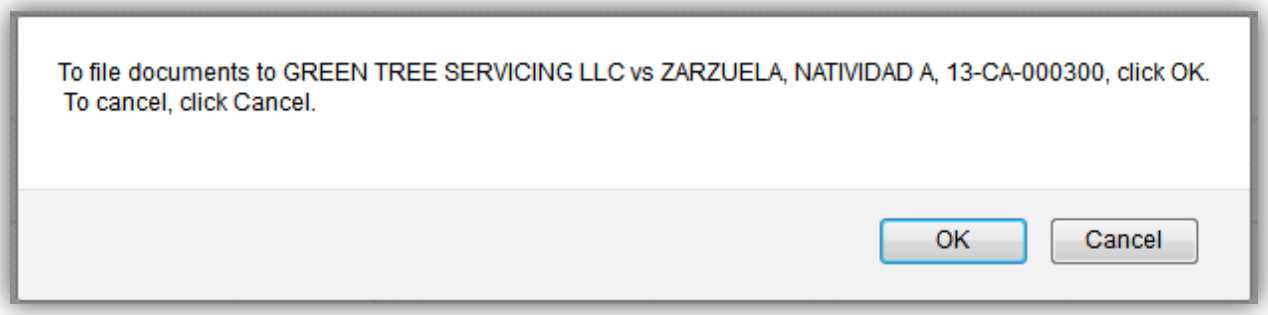
This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Columbia Circuit Civil division.

Filing to an Existing Case from the My Cases Page

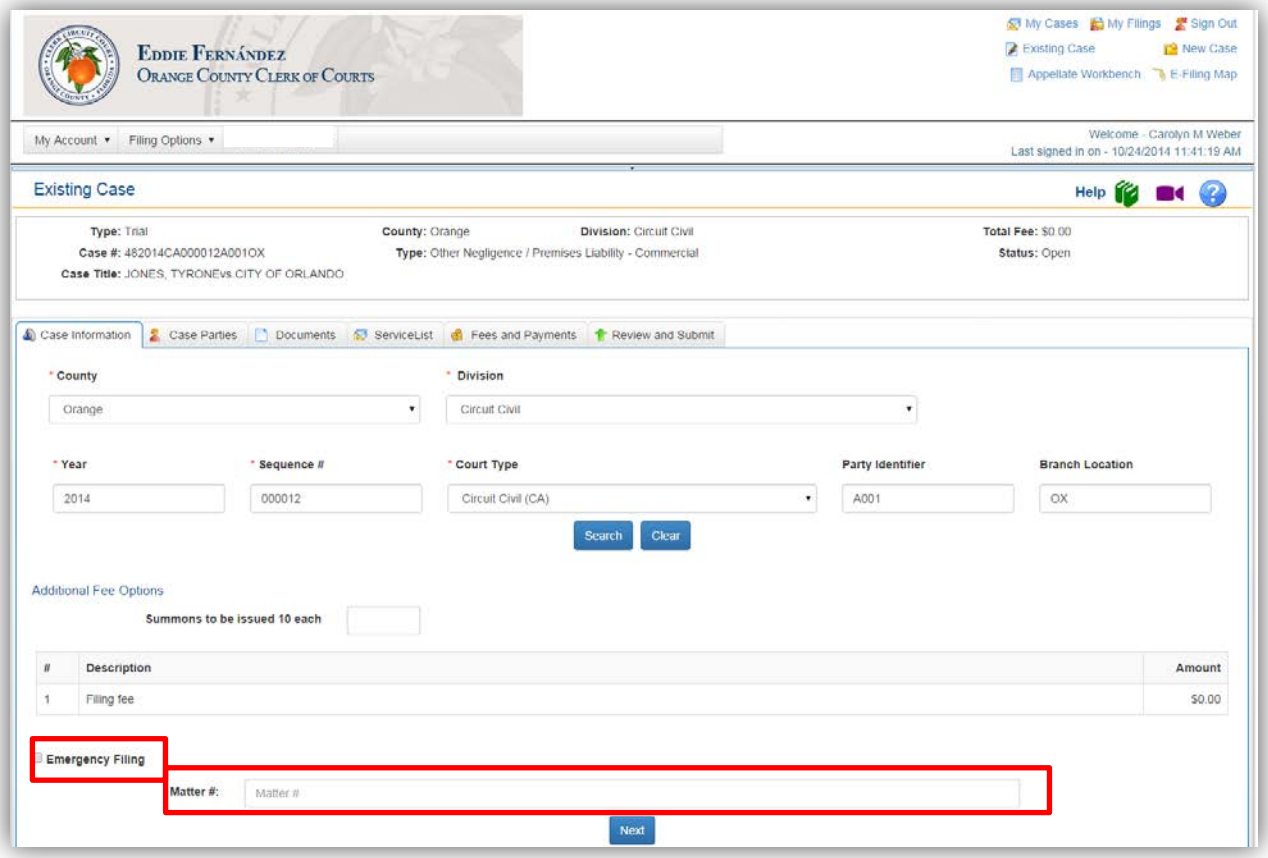
Once you have filed electronically to a case, the case will be added to your **My Cases** page. If you want to file to that case again, go to the **My Cases** page and click the **File Now** button next to the case you wish to file to.



You will receive a message to verify that you wish to file to the case. Click **OK** to continue or **Cancel** to select a different case.


To file documents to GREEN TREE SERVICING LLC vs ZARZUELA, NATIVIDAD A, 13-CA-000300, click OK.
To cancel, click Cancel.
OK
Cancel

The Portal will retrieve the case information from the county's Case Management System and take you to the bottom of the Case Information page in the Portal where you may mark the filing as an **Emergency Filing** or enter in a **Matter #** and then continue to file your submission.



Select **Emergency Filing** if in fact it is a true emergency and provide a **Matter #** if you wish to do so. Then click on **Next** to continue the filing process by attaching your documents, selecting your E-service recipients, providing a payment method if necessary and submitting your filing.

New Case

Filing to Create a New Case

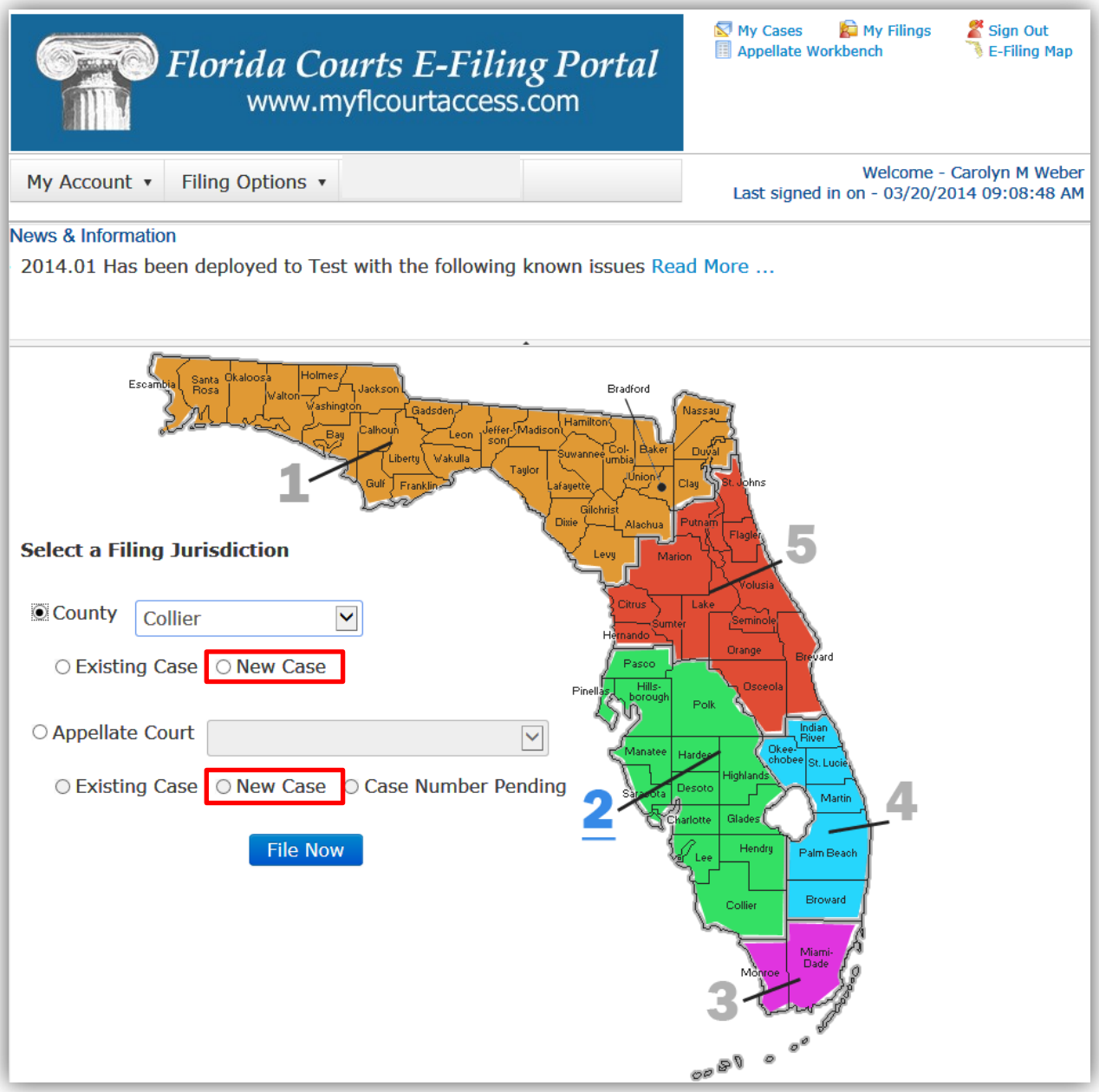
If you are creating a new case with the Clerk, you begin your filing from the Jurisdictional Map.

Process

Trial Court Select County from the drop down or click on the county in the map

Appellate Court Select the District number for a District Court of Appeal or use the drop down list which includes the Florida Supreme Court.

Choose the **New Case** Link when filing a new case and then click on **File Now**.



The filer is taken to the **Case Information** page.

Adding Case Information – Trial Court

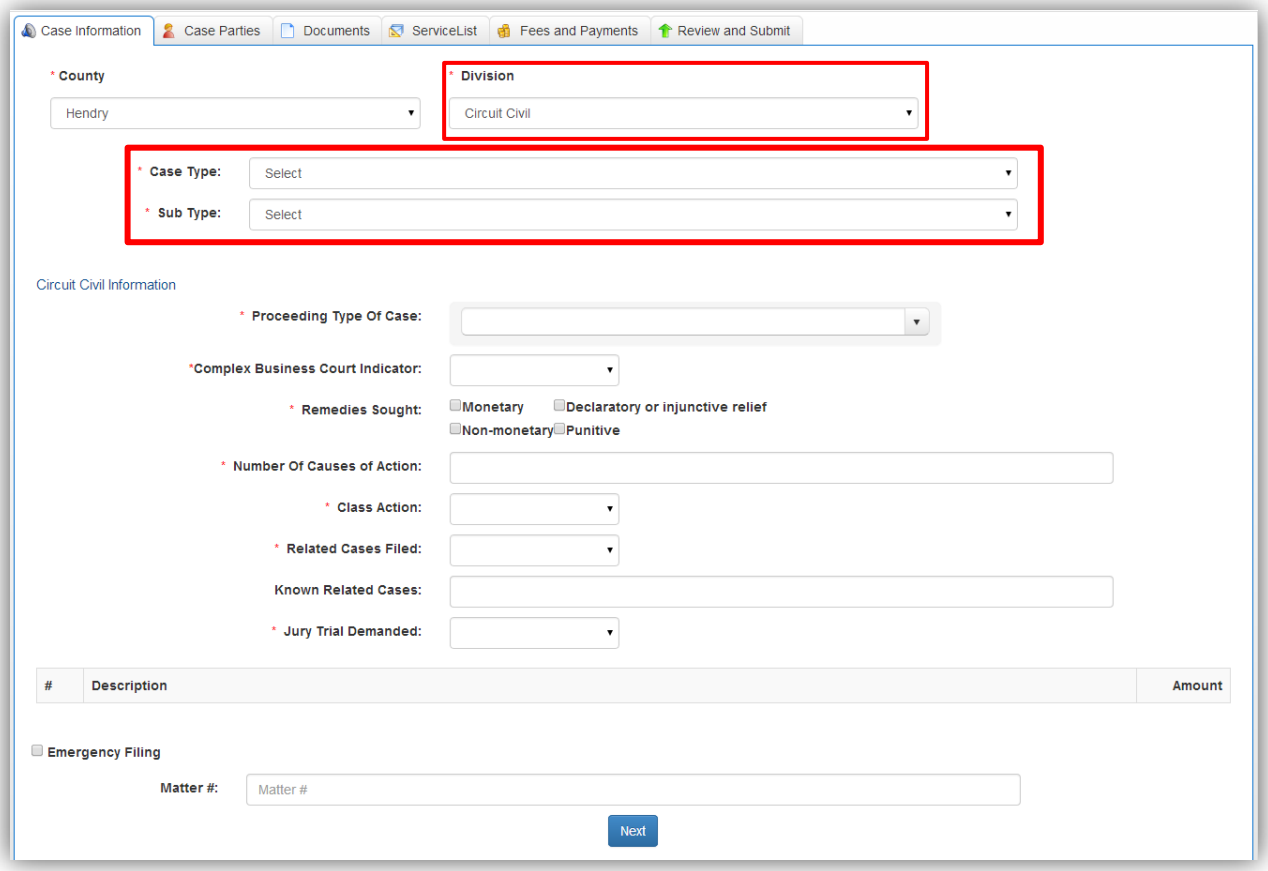
Filers can enter new case information. When the case information is reviewed by the county staff a case number will be assigned. The Filer will receive a confirmation email regarding the filing and the new case number will be recorded in the email. Once the case number is assigned the My Filings list will be populated with the case number in place of the 'new case' text.

From the available drop down menus select the following:

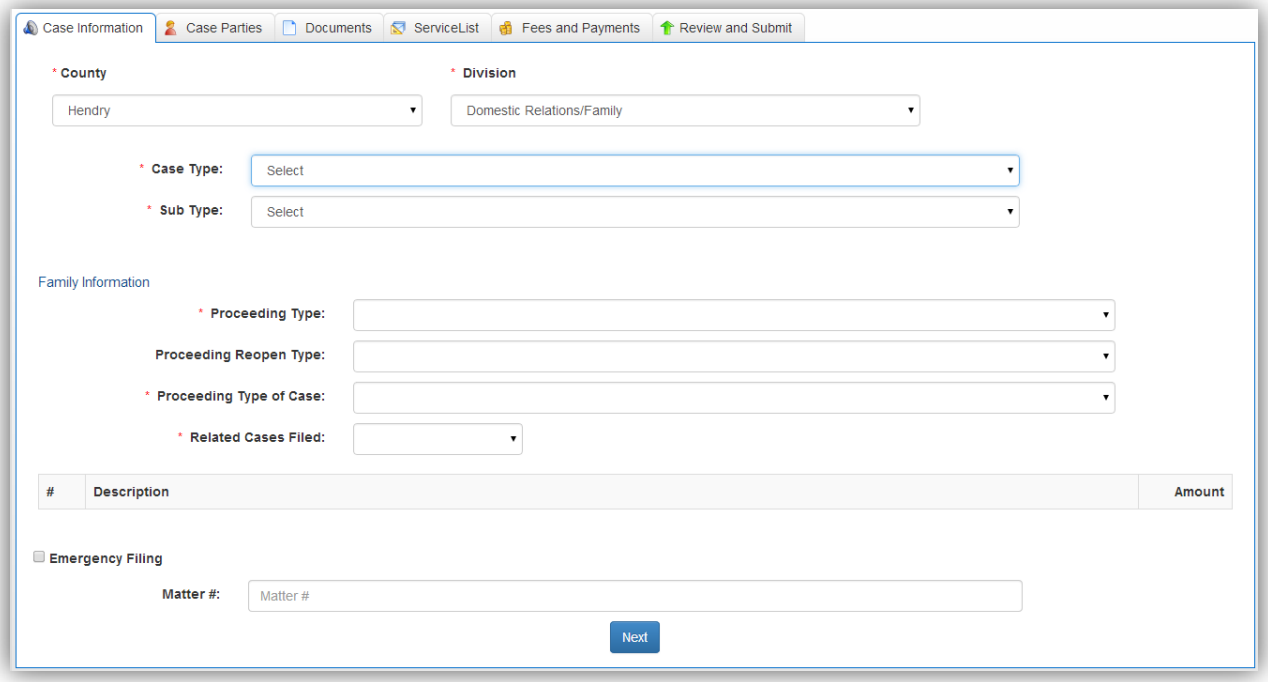
- **Division**
- **Case Type**
- **Sub Type**

Required data elements put forth by the Florida Courts Technology Committee (FCTC) are required for all divisions. These data element vary from one division to another.

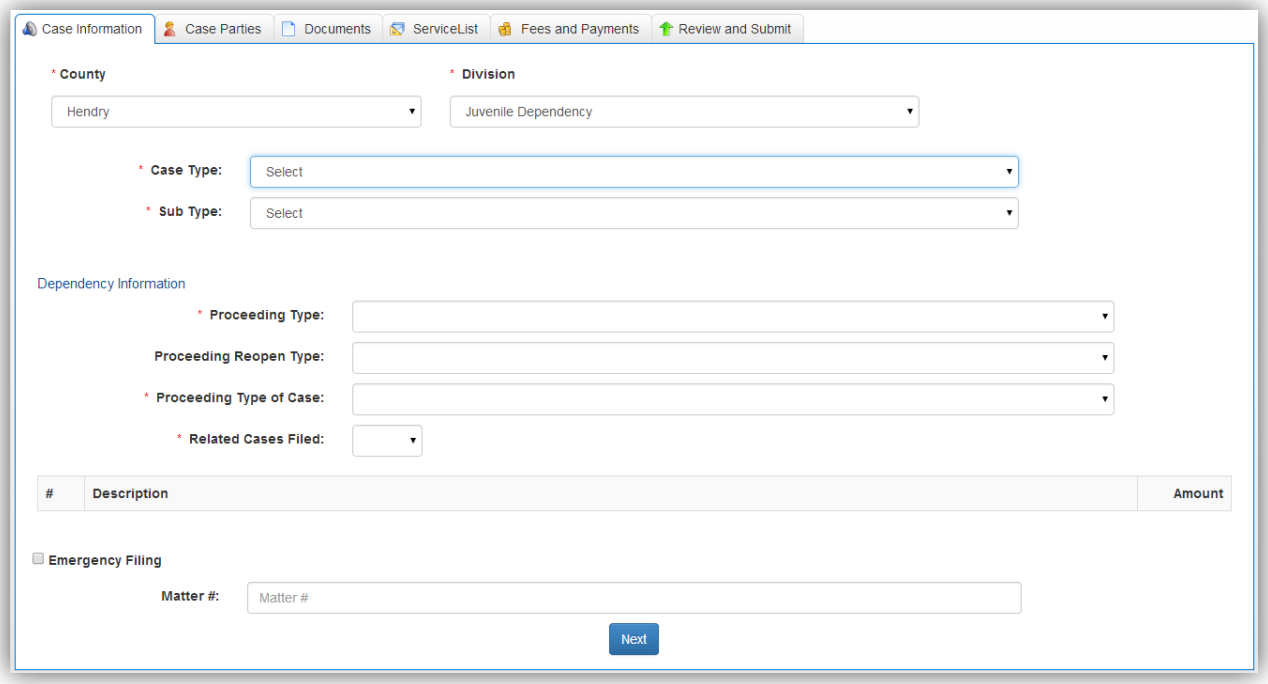
Civil:



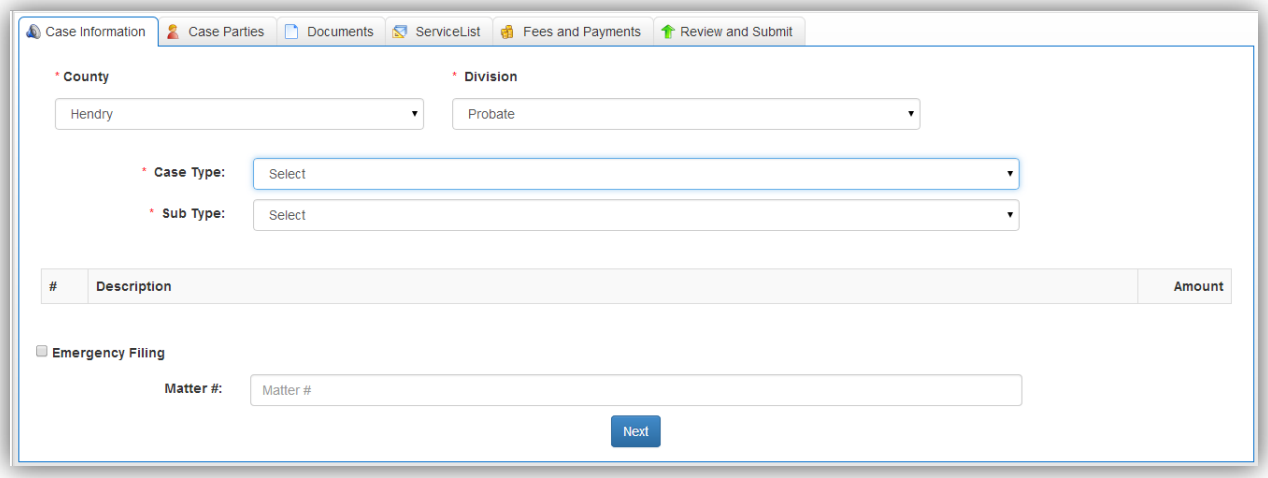
Family:



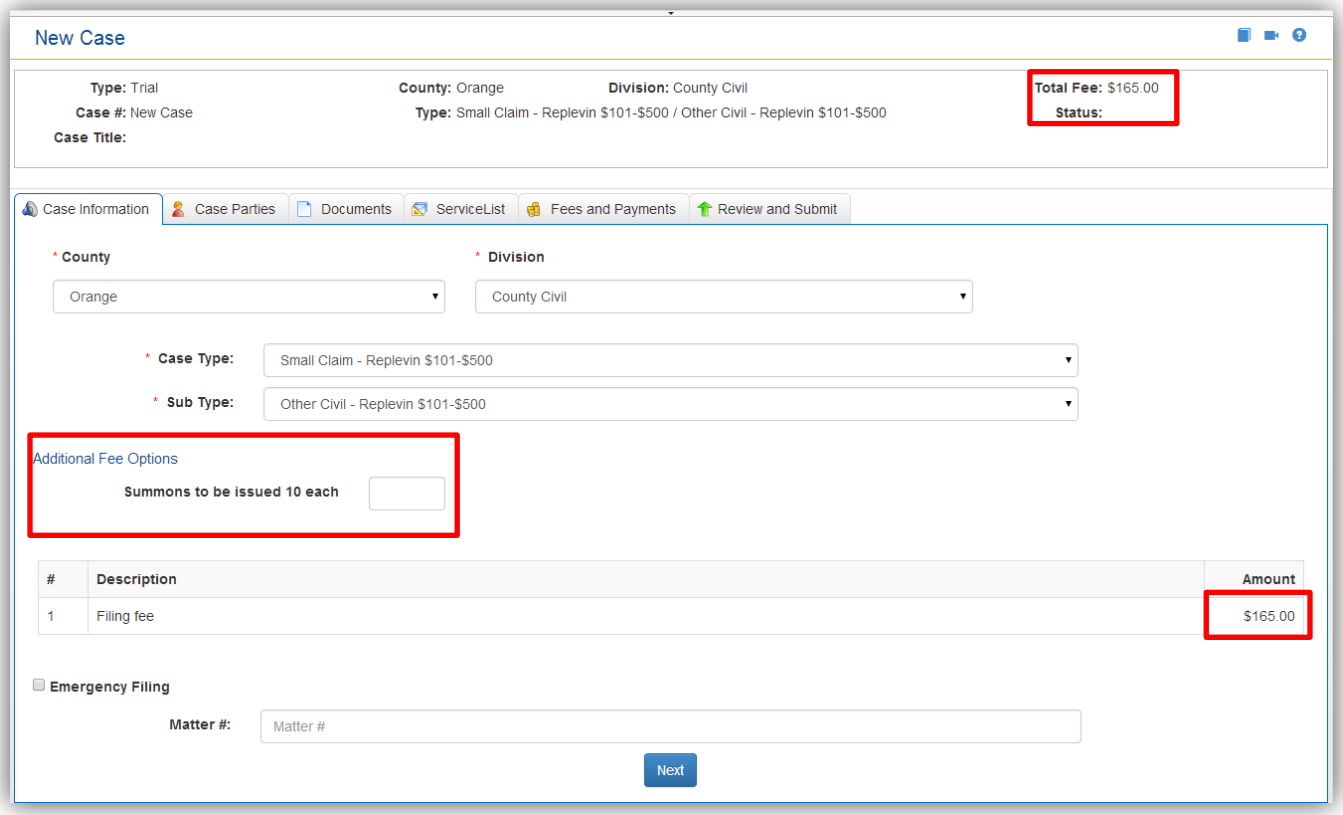
Juvenile Dependency:



Probate:



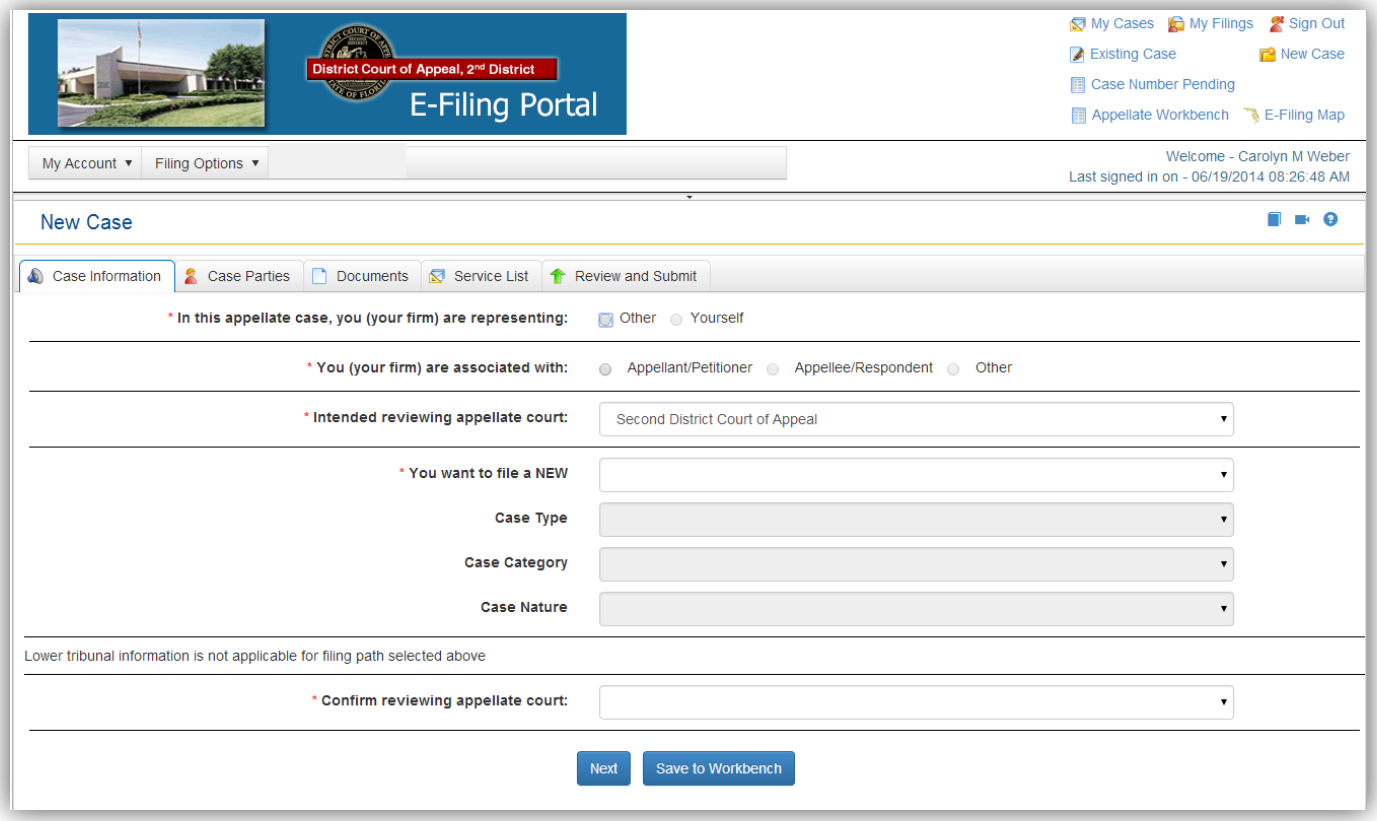
If there are Additional Fees associated with the Case Type, they will automatically be displayed for selection as necessary. The filing fee amount(s) automatically calculates based on the selections made by the filer.



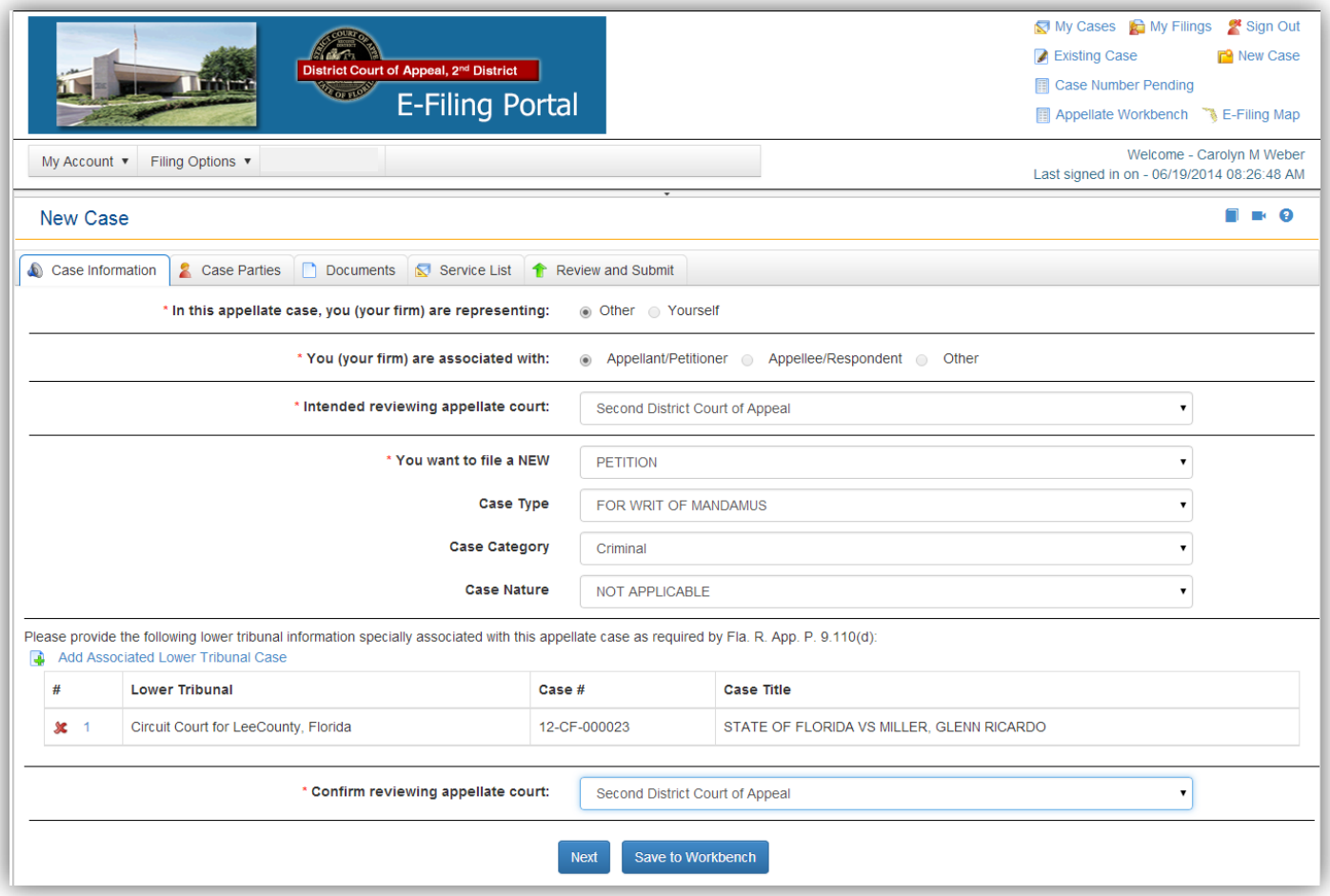
When complete, click on the **Next** button. The filer may move through the process by clicking on the **Next** button when each page is complete or by clicking on the tabs (Case Information, Parties, Documents, Payments, Review and Submit).
Note: Emergency Filing flag – Each county may handle emergency filing differently. Please contact the county for information regarding the emergency filing processing procedure.

Case Information – Appellate Court

All required fields on this page are marked with a red asterisk (*). Be sure to complete each piece of information to submit your new case.

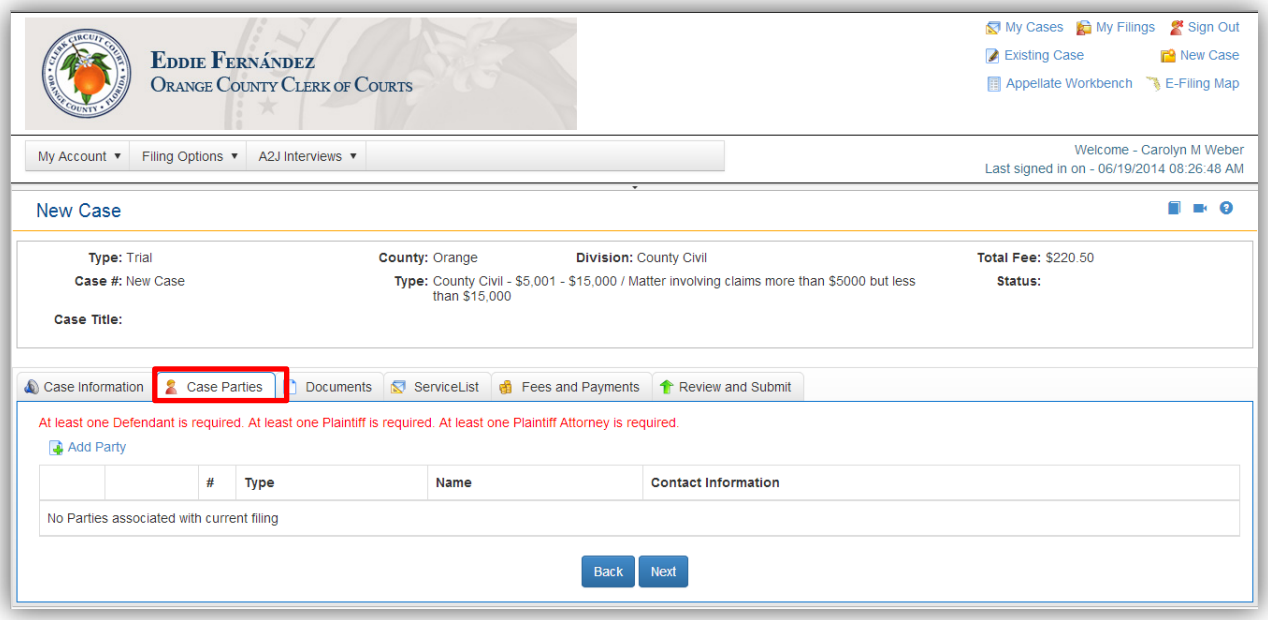


At the very bottom of the page, you will need to confirm the reviewing appellate court by selecting the court you are submitting your new case to from the drop down. It must match the 'Intended reviewing appellate court' you selected at the top of that page.



Then click on **Next** to get to the Case Parties screen. To save this filing to the Workbench to be continued at a later date, click on **Save to Workbench**.

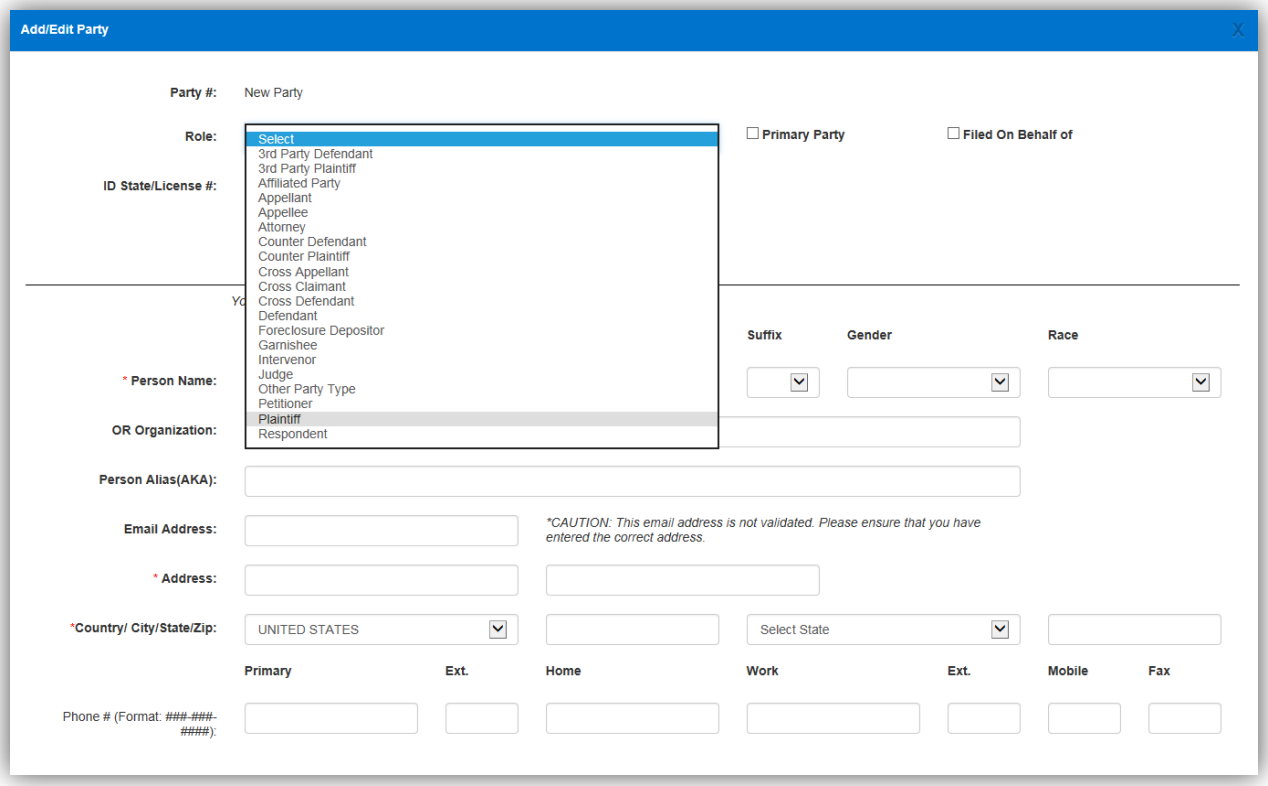
Adding / Editing Party Information – Trial Court



Select Add Party and then Select **Role** and select either **Primary Party** and/or **Filed On Behalf of**. Complete all required fields. Click **Save**.

- Role – Description of party's involvement in the case (defendant, petitioner, etc.)
- Primary Party – Party with direct connection to the case *i.e.* Plaintiff, Defendant, Counter-Plaintiff, Counter-Defendant, etc.
- Filed On Behalf of – Identifies the party that the new case is being filed on behalf of and would be credited with the payment of the submitted fee. Party must be identified whenever fees are collected.

NOTE: When creating a new case and you select the Plaintiff Role and enter the information, the Filed on Behalf of should also be selected since you the attorney are creating the case on behalf of your client the Plaintiff.

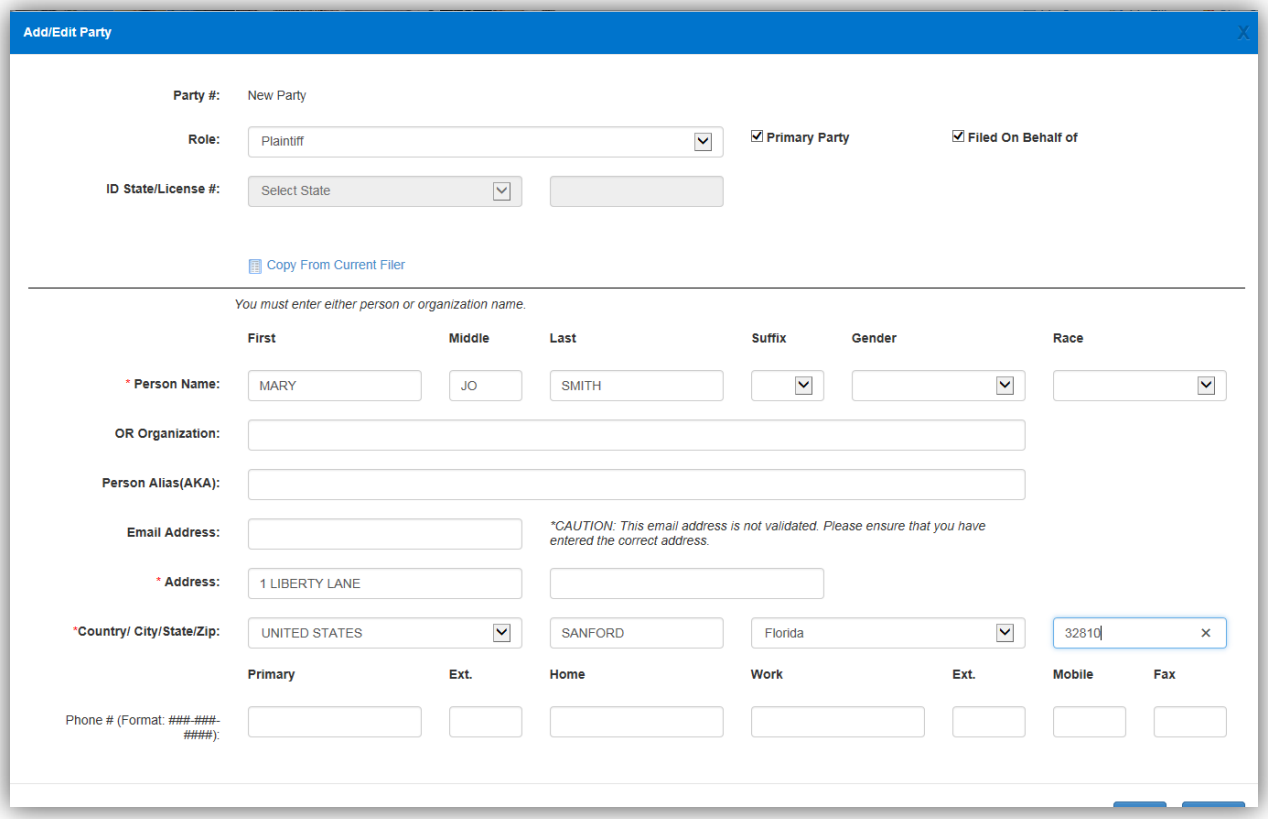


NOTE: The parties you are able to add is based on the County you are filing to. Some Counties do not allow the filer to add party information.

When adding a party you have 3 options:

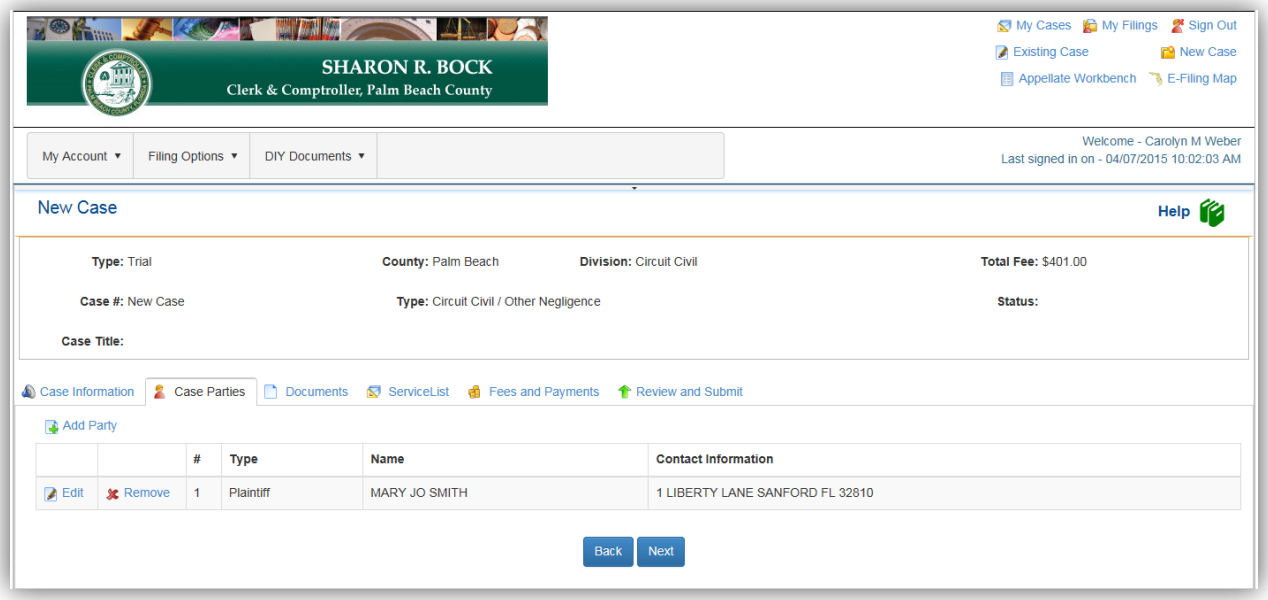
1. Pressing on the Copy from Current Filer option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the attorney is an actual party to the case.
2. Search registered users and copy their information into the party fields by pressing on the Search Registered Filers option
3. Enter party information directly into the fields available.

Add all parties to your case.



Click the **Save** button when entries are complete.

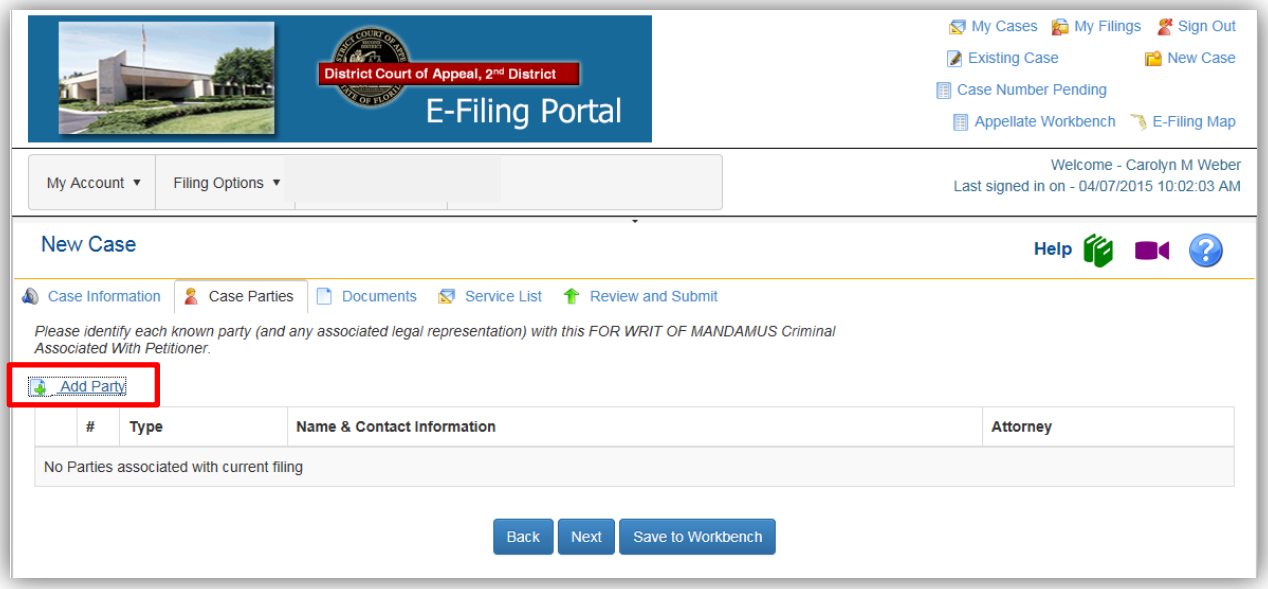
The party page refreshes and the party that was just added will be displayed in the list.



The party page also allows the filer to **Edit** or **Remove** a party on a case. Clicking **Add Party** again allows the filer to add another party to the case.
When the filer has completed adding or editing all necessary party information, click the **Next** button. If you need to return to the Case Information page click the **Back** button or select **Case Information** from the menu bar.

Adding / Editing Party Information – Appellate Court

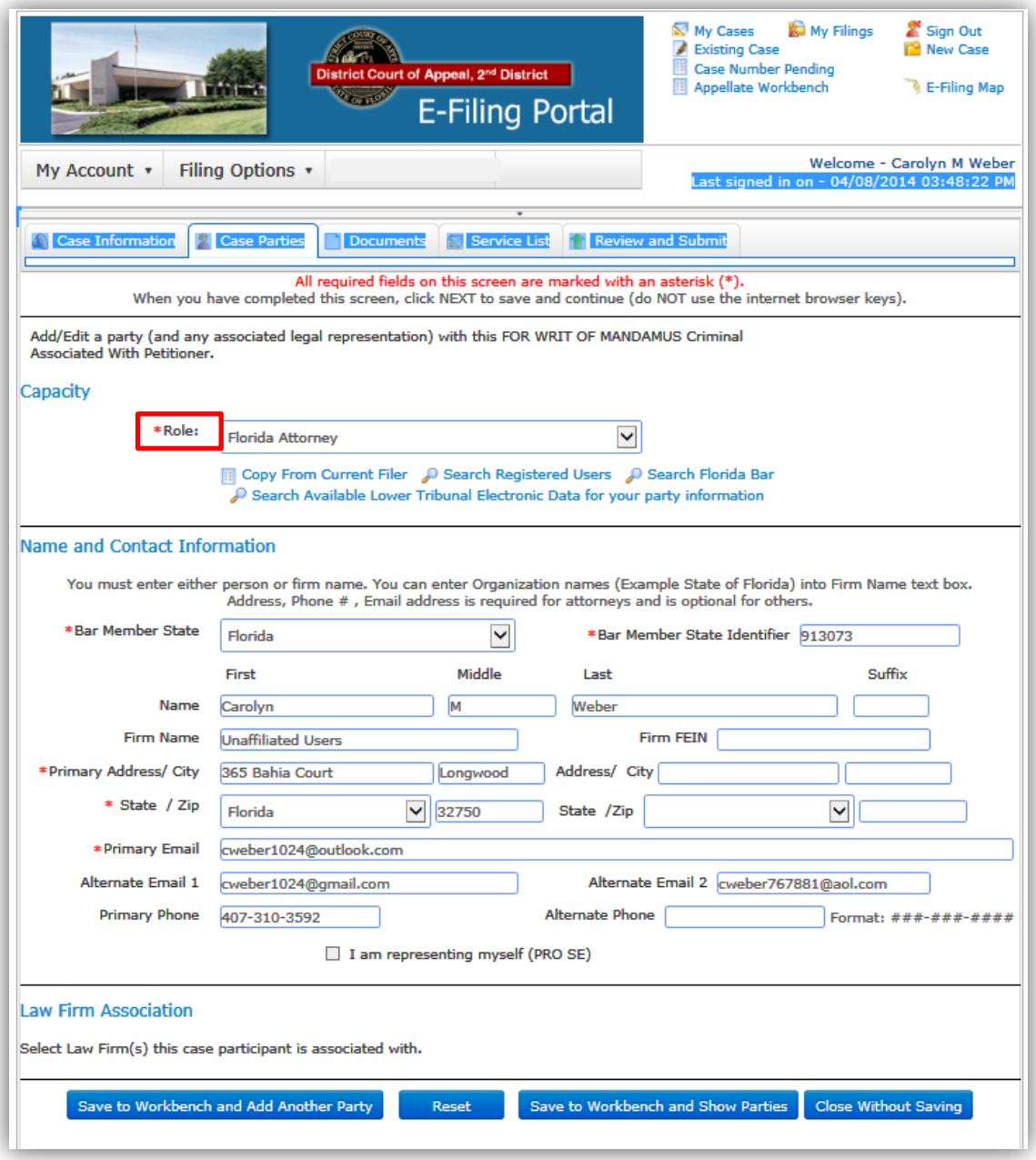
The filer is directed to the Parties page. Click **Add Party** to add a party to the case.



Select the Role from the drop down. I would suggest adding the attorney that is initiating the case first. Then add the Petitioner/Appellate and Respondent/Appellee parties next.

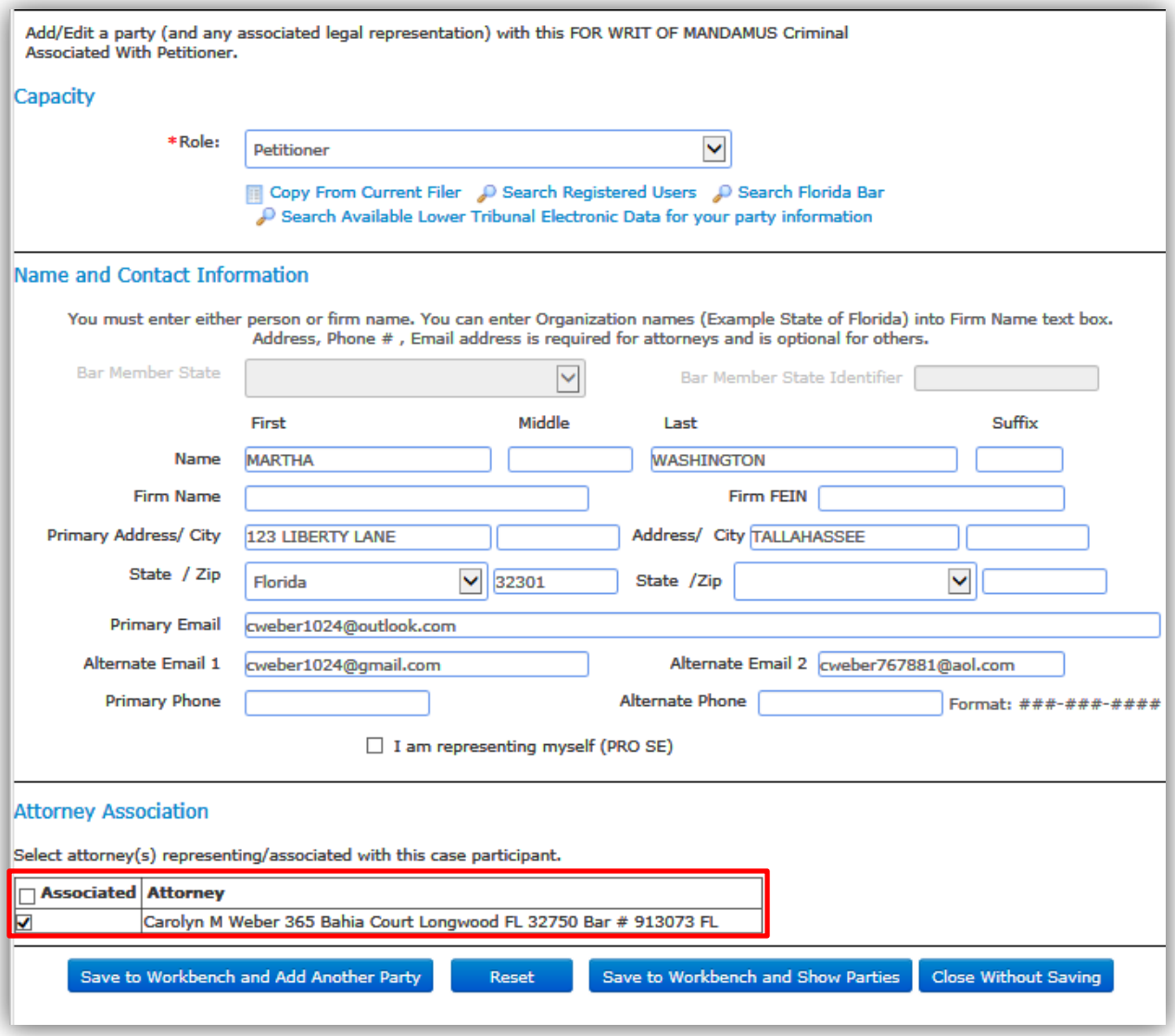
When adding a party you have four options:

1. Pressing on the **Copy from Current Filer** option will add the Filer as a Party and fill in the Party information with the Filer's Portal Profile information. It should be used when the attorney is adding himself to the case.
2. Search registered users and copy their information into the party fields by pressing on the **Search Registered Users** filer option
3. **Search Florida Bar** allows the filer to add attorney information from the Florida Bar directory.
4. Enter party information directly into the fields available.



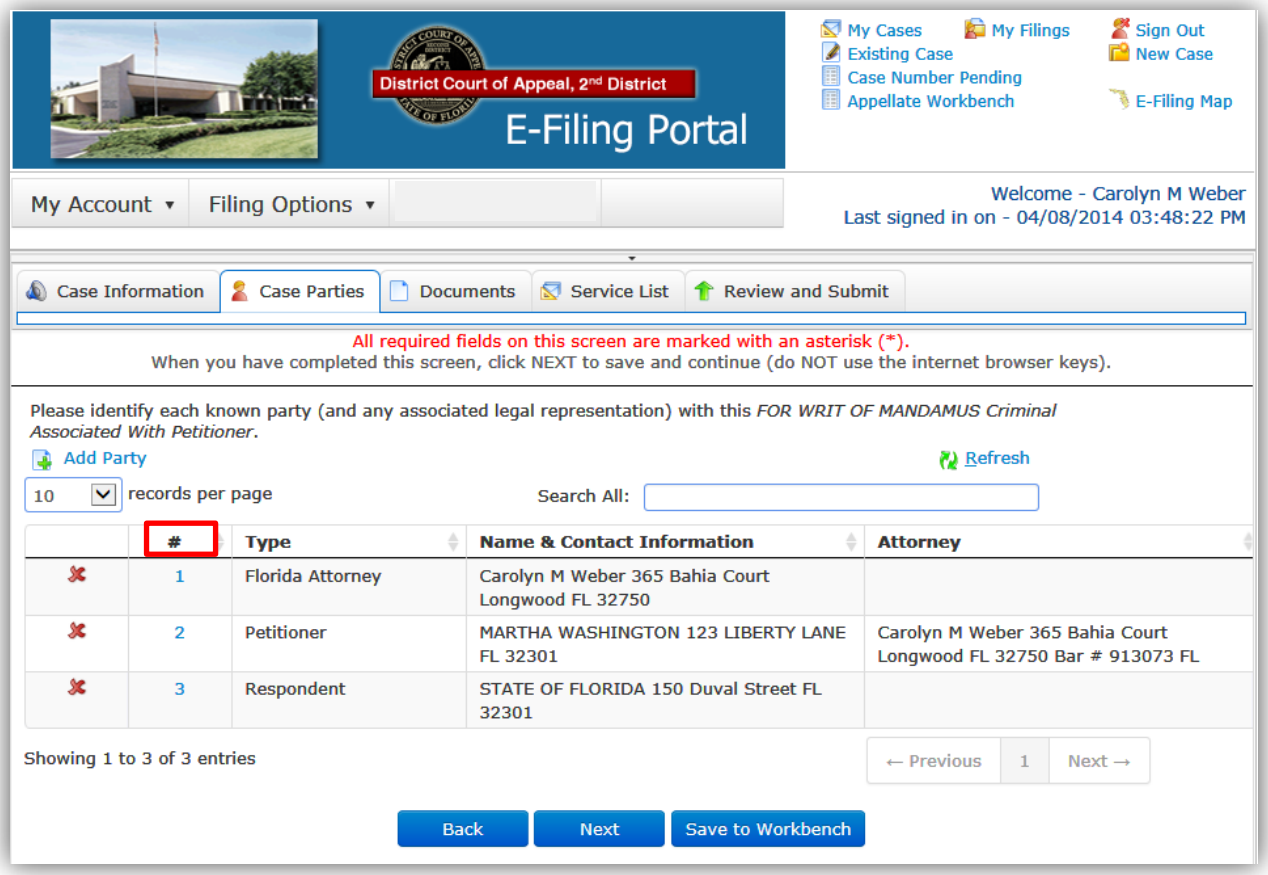
Then click on **Save to Workbench and Add Another Party**. Go through the above screen to add in all of your parties to the case.

By adding the attorney first, you are able to link the attorney to the party he/she is representing. See the screen shot below.



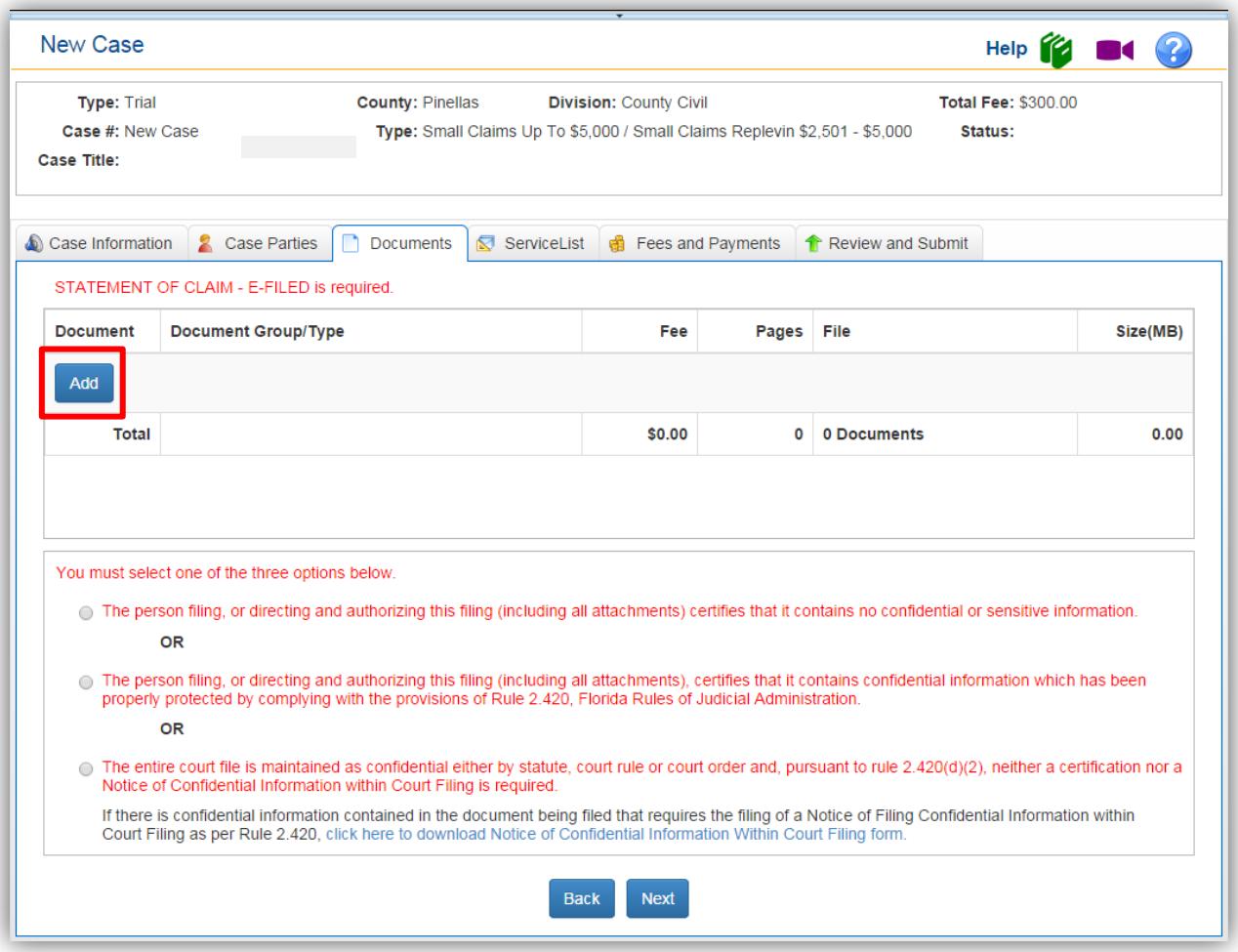
Continue adding all your parties to the case and when you have finished, select **Save to Workbench and Show Parties**.

The parties you entered will be displayed. To make any changes to the party information, click on the number in the '#' column to get back to the party screen and make any changes necessary. Once you have made any necessary changes, click on **Next** if you wish to continue to the Document page or **Save to Workbench** if you wish to resume filing this submission at a later date.

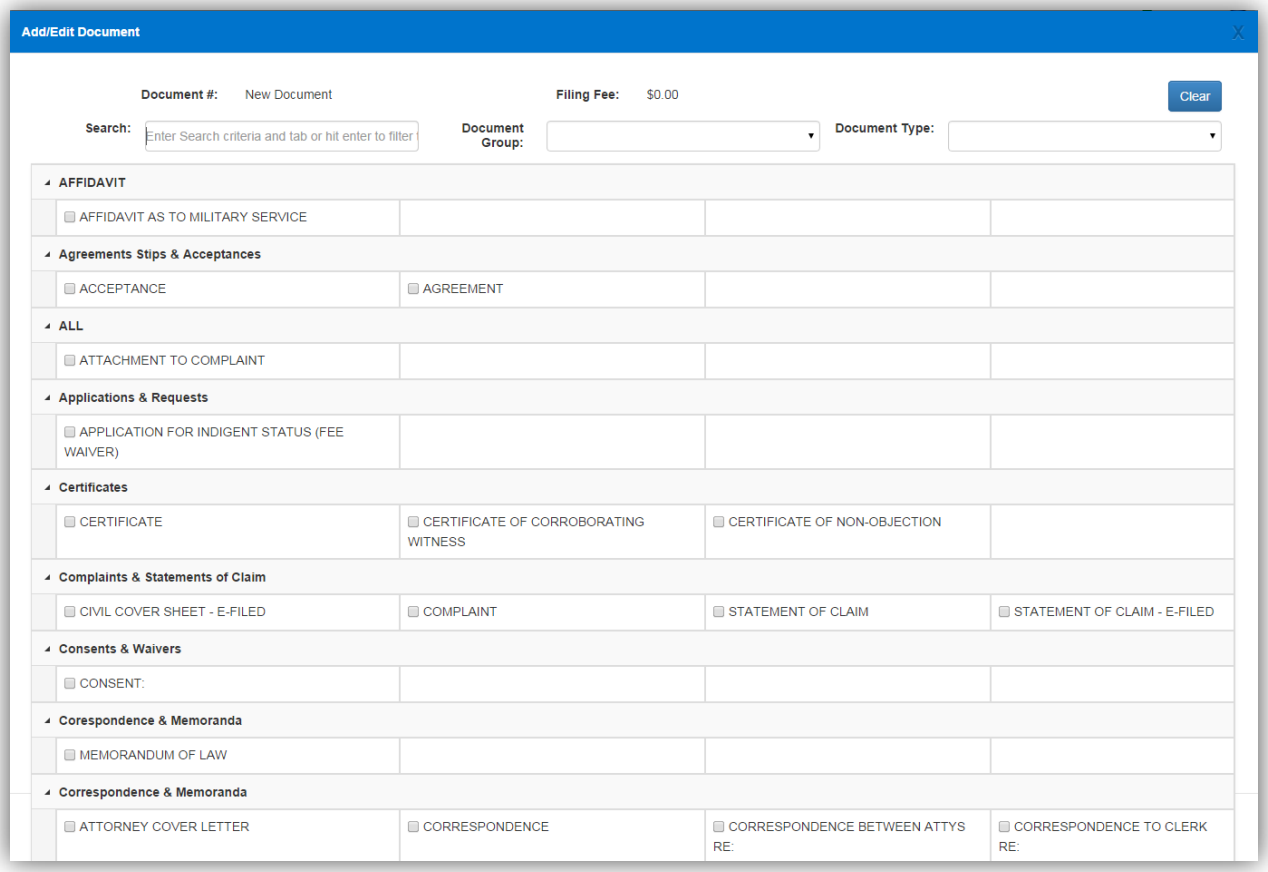

District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Case Parties
Documents
Service List
Review and Submit
All required fields on this screen are marked with an asterisk (*).
When you have completed this screen, click NEXT to save and continue (do NOT use the internet browser keys).
Please identify each known party (and any associated legal representation) with this FOR WRIT OF MANDAMUS Criminal Associated With Petitioner.
Add Party
Refresh
10 records per page
Search All:
Type Name & Contact Information Attorney
1 Florida Attorney Carolyn M Weber 365 Bahia Court Longwood FL 32750
2 Petitioner MARTHA WASHINGTON 123 LIBERTY LANE FL 32301 Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL
3 Respondent STATE OF FLORIDA 150 Duval Street FL 32301
Showing 1 to 3 of 3 entries
← Previous 1 Next →
Back
Next
Save to Workbench

Adding Documents – Trial Court

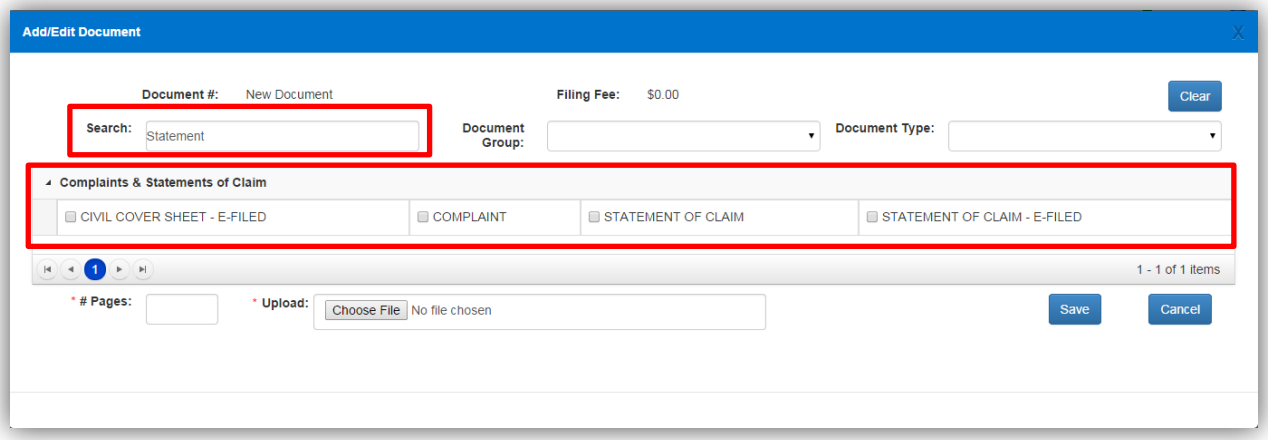
The filer is then moved to the Documents page. Click **Add** to add a document to the case.


New Case
Help
Type: Trial
County: Pinellas
Division: County Civil
Total Fee: $300.00
Case #: New Case
Type: Small Claims Up To $5,000 / Small Claims Replevin $2,501 - $5,000
Status:
Case Title:
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
STATEMENT OF CLAIM - E-FILED is required.
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Add
Total
$0.00
0
0 Documents
0.00
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

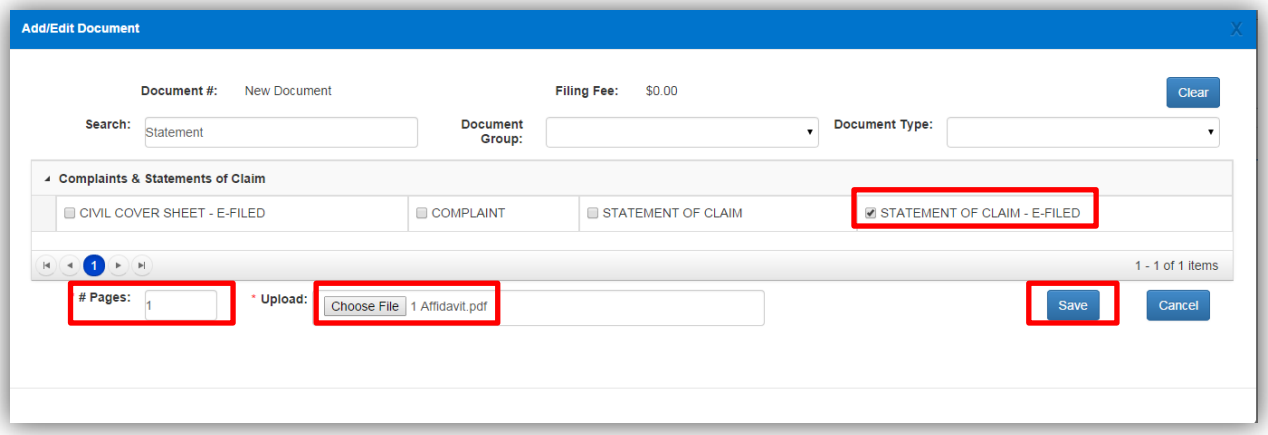
That takes you to the Add/Edit document screen.



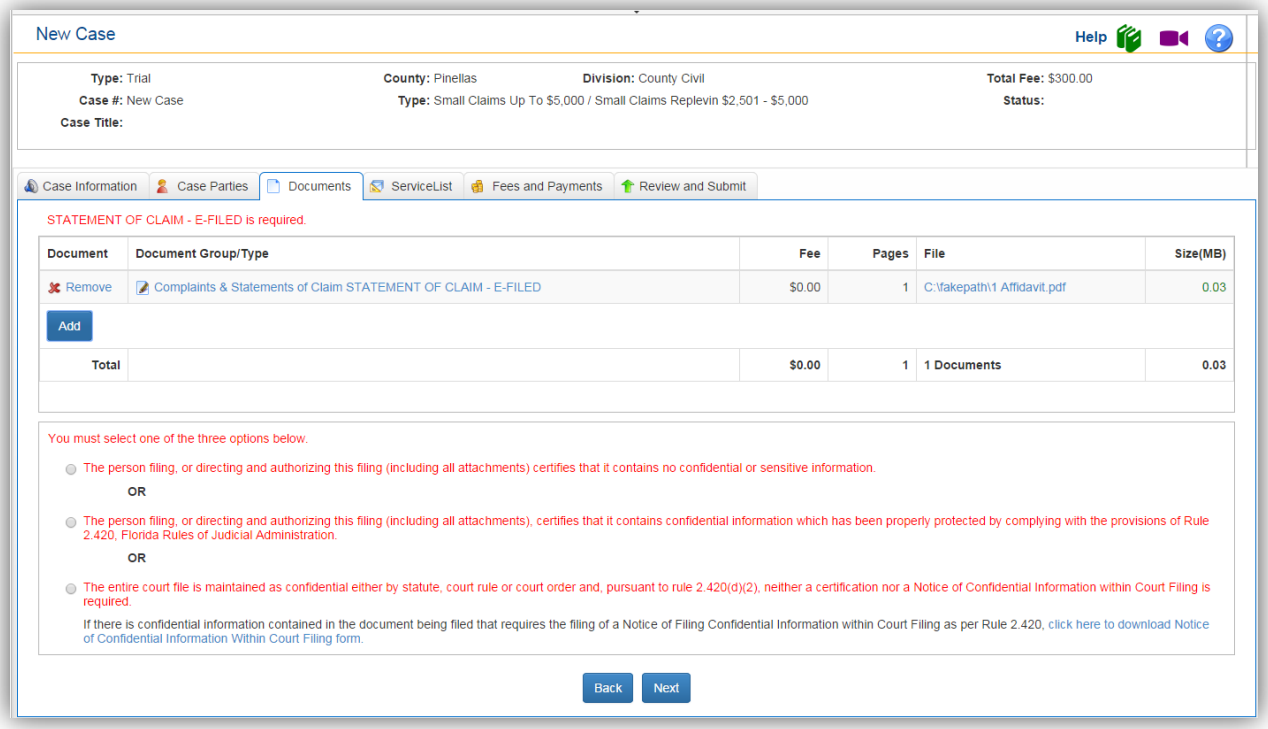
Searching for a Document
Type in a brief description of the document you are going to file and then use the Tab key. That will narrow the result set shown that matches your search criteria.



Select the document you wish to file, type in the number of pages and then browse out to locate your document on your computer and upload the document to the submission. Then click on **Save**.



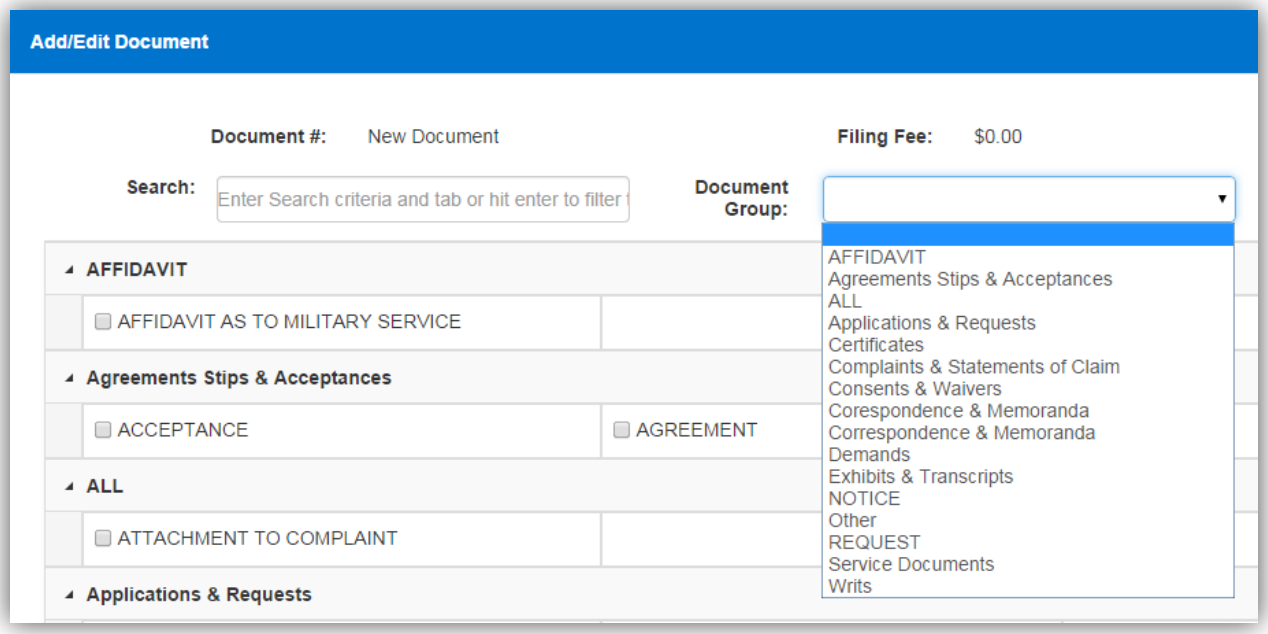
The Portal will then pull add that document to the list. Feel free to add all the documents you wish to submit with this new case on the Documents page..


New Case
Help
Type: Trial
County: Pinellas
Division: County Civil
Total Fee: $300.00
Case #: New Case
Type: Small Claims Up To $5,000 / Small Claims Replevin $2,501 - $5,000
Status:
Case Title:
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
STATEMENT OF CLAIM - E-FILED is required.
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Remove
Complaints & Statements of Claim STATEMENT OF CLAIM - E-FILED
$0.00
1
C:\fakepath\1 Affidavit.pdf
0.03
Add
Total
$0.00
1
1 Documents
0.03
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

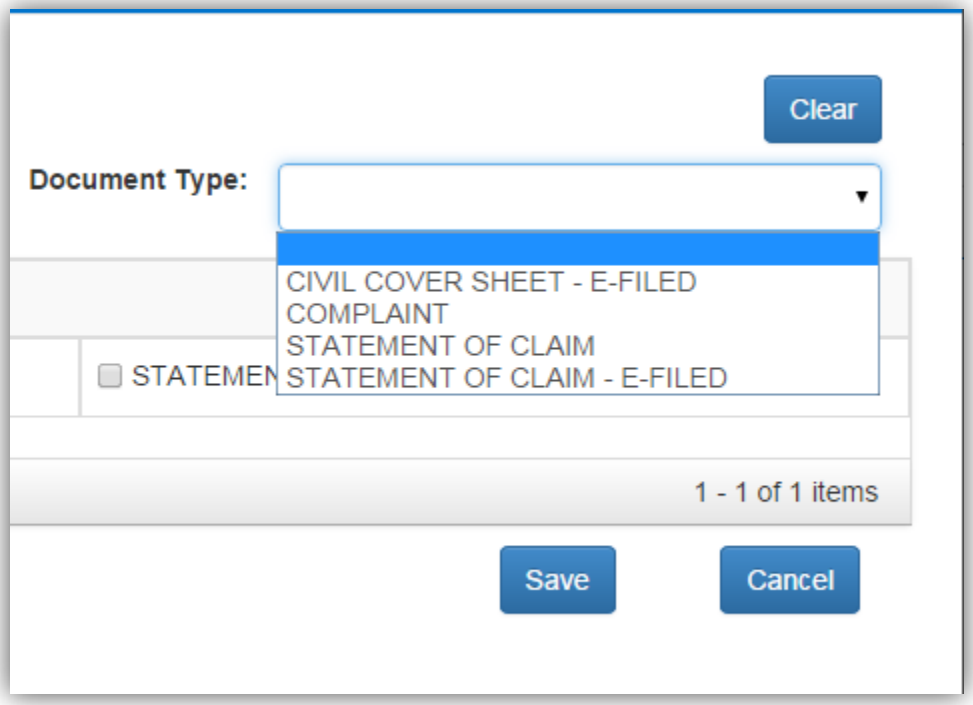
Then click on make your confidentiality designation and click on **Next** to continue on to the next page.

If you do not use the Search feature, select your documents based on the **Document Group** drop down and the **Document Type** drop down which is explained below.

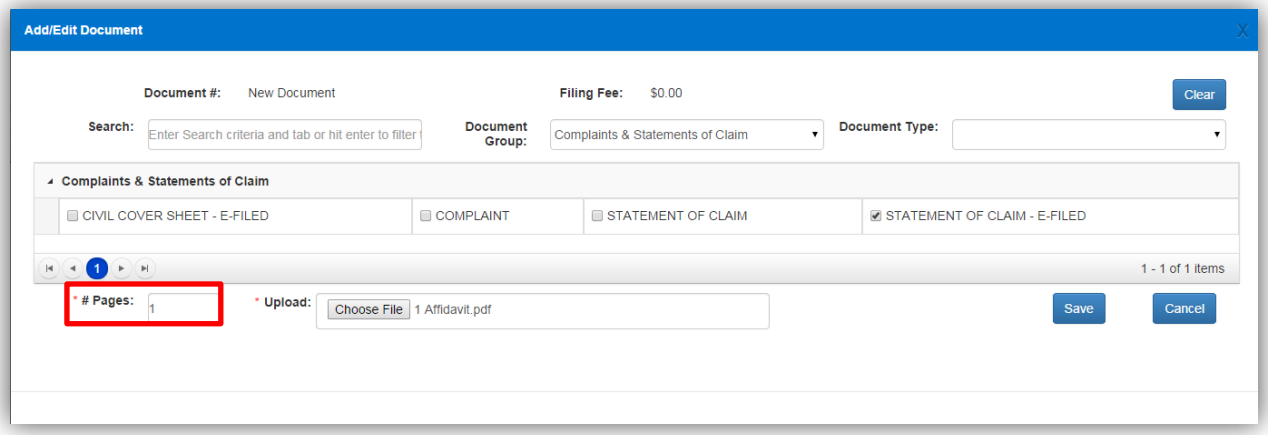
Document Group
From the Document Group drop down select the appropriate Group.



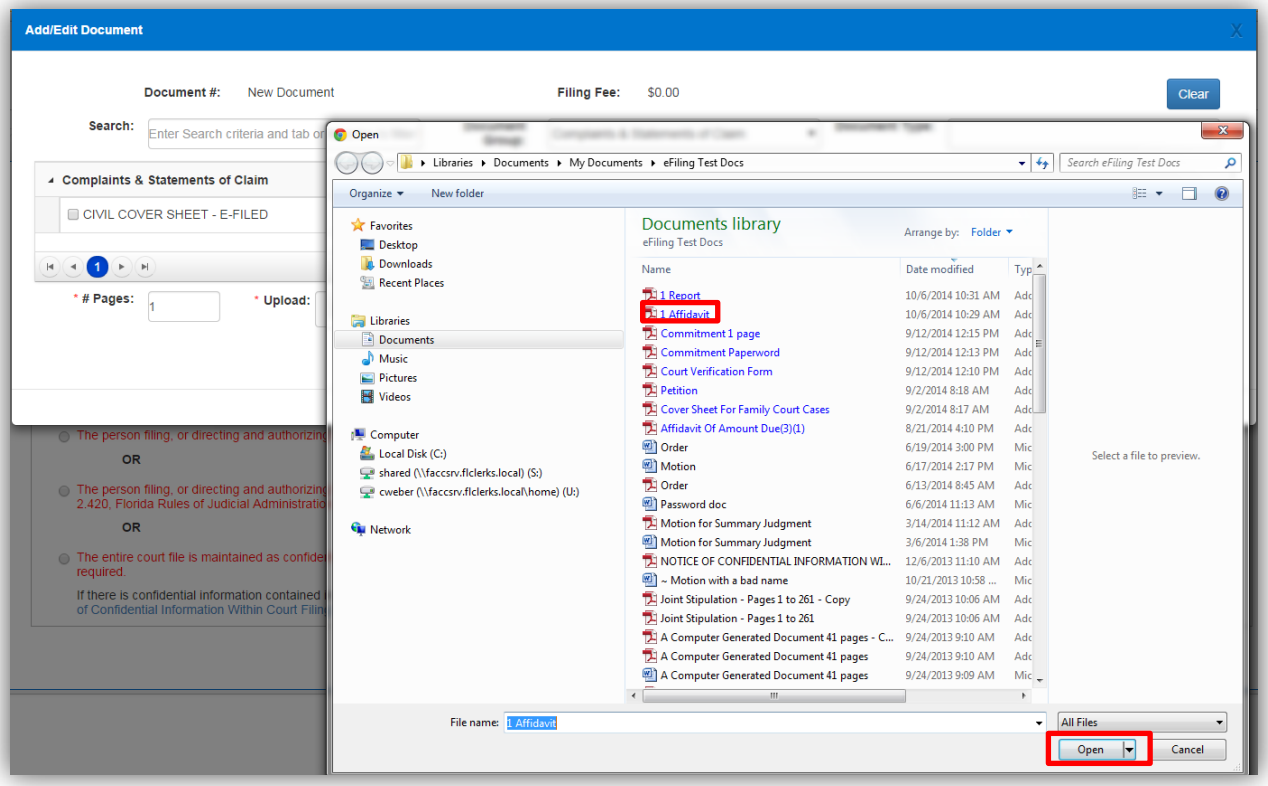
Document Type
From the Document Type drop down, select the appropriate document type.



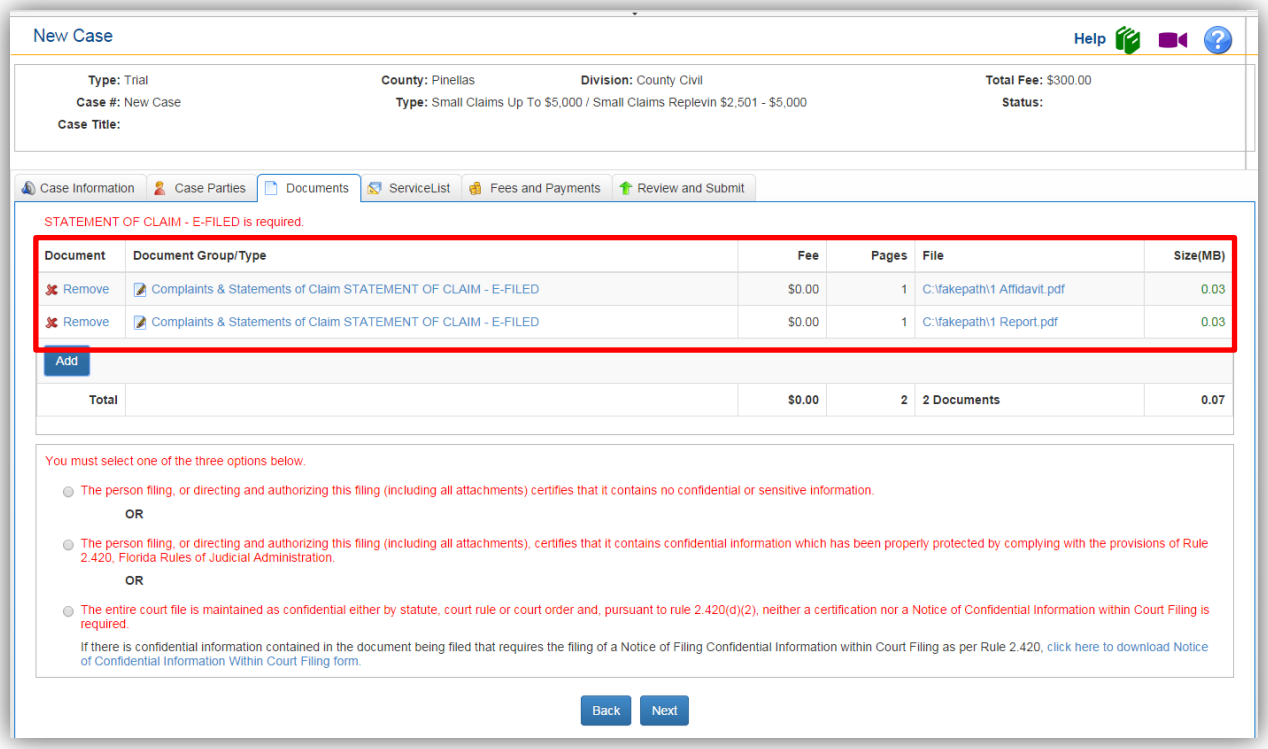
Type in length of document by typing in number of pages.



Select Document:

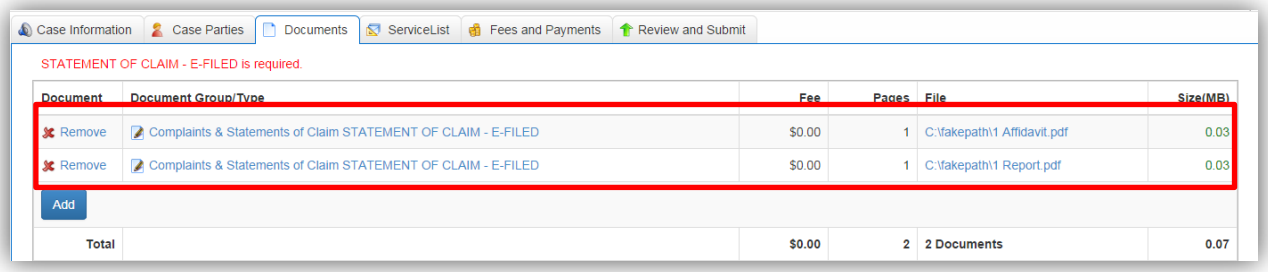


The documents will display in the list.


New Case
Help
Type: Trial
Case #: New Case
Case Title:
County: Pinellas
Division: County Civil
Type: Small Claims Up To $5,000 / Small Claims Replevin $2,501 - $5,000
Total Fee: $300.00
Status:
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
STATEMENT OF CLAIM - E-FILED is required.
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Remove
Complaints & Statements of Claim STATEMENT OF CLAIM - E-FILED
$0.00
1
C:\fakepath\1 Affidavit.pdf
0.03
Remove
Complaints & Statements of Claim STATEMENT OF CLAIM - E-FILED
$0.00
1
C:\fakepath\1 Report.pdf
0.03
Add
Total
$0.00
2
2 Documents
0.07
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

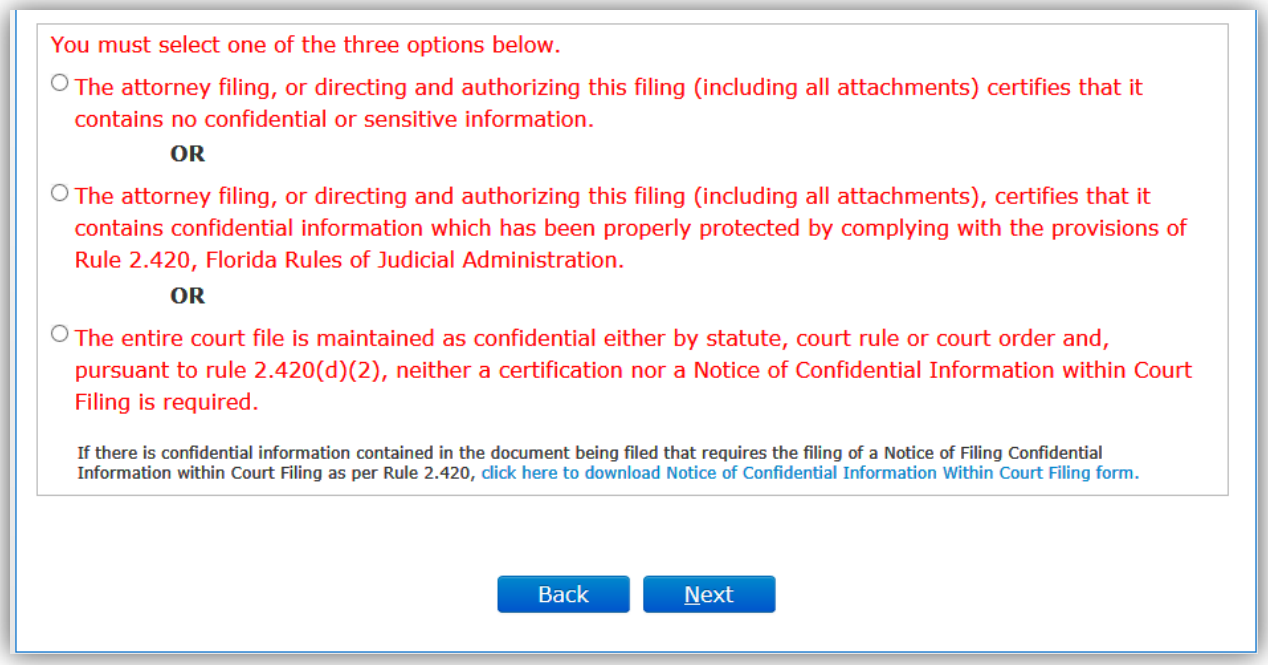
The document page also allows the filer to **Edit** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the submission. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

If your documents go over the maximum submission file size of 25MB, you will see a message advising you that you have exceeded the maximum submission file size limit of 25MB and advise you to remove documents so that you can submit your filings. Break that large document down into separate files and file them individually.



When the filer has completed adding or editing all necessary document information, they must designate whether their documents contain confidential information

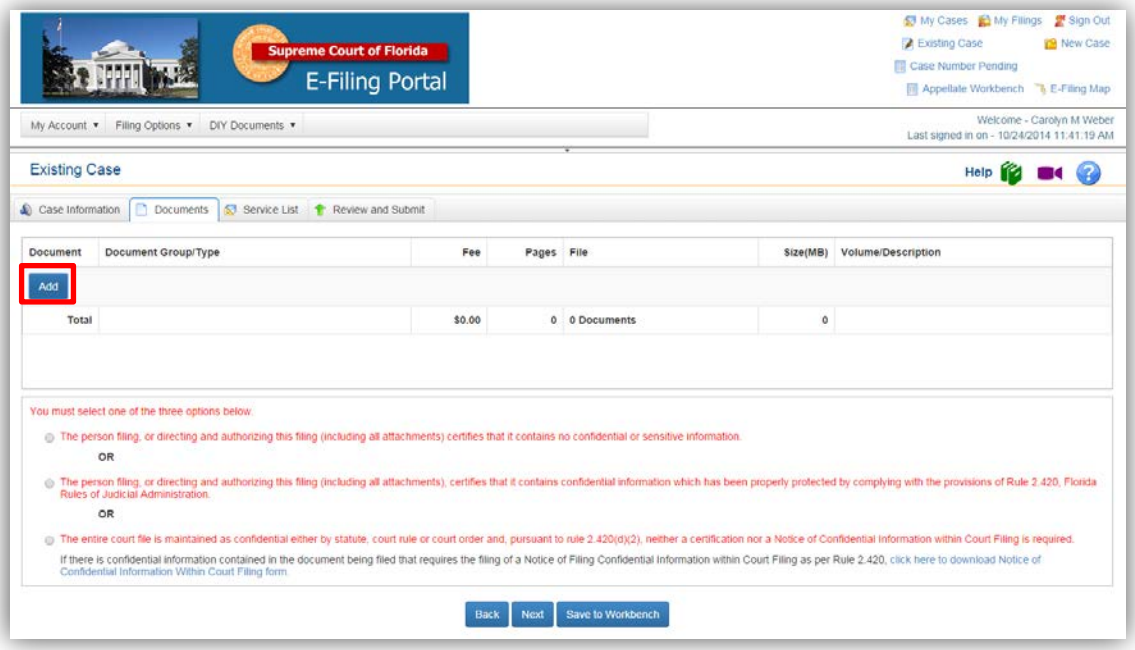
For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing as per Rule 2.420.


You must select one of the three options below.
The attorney filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The attorney filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

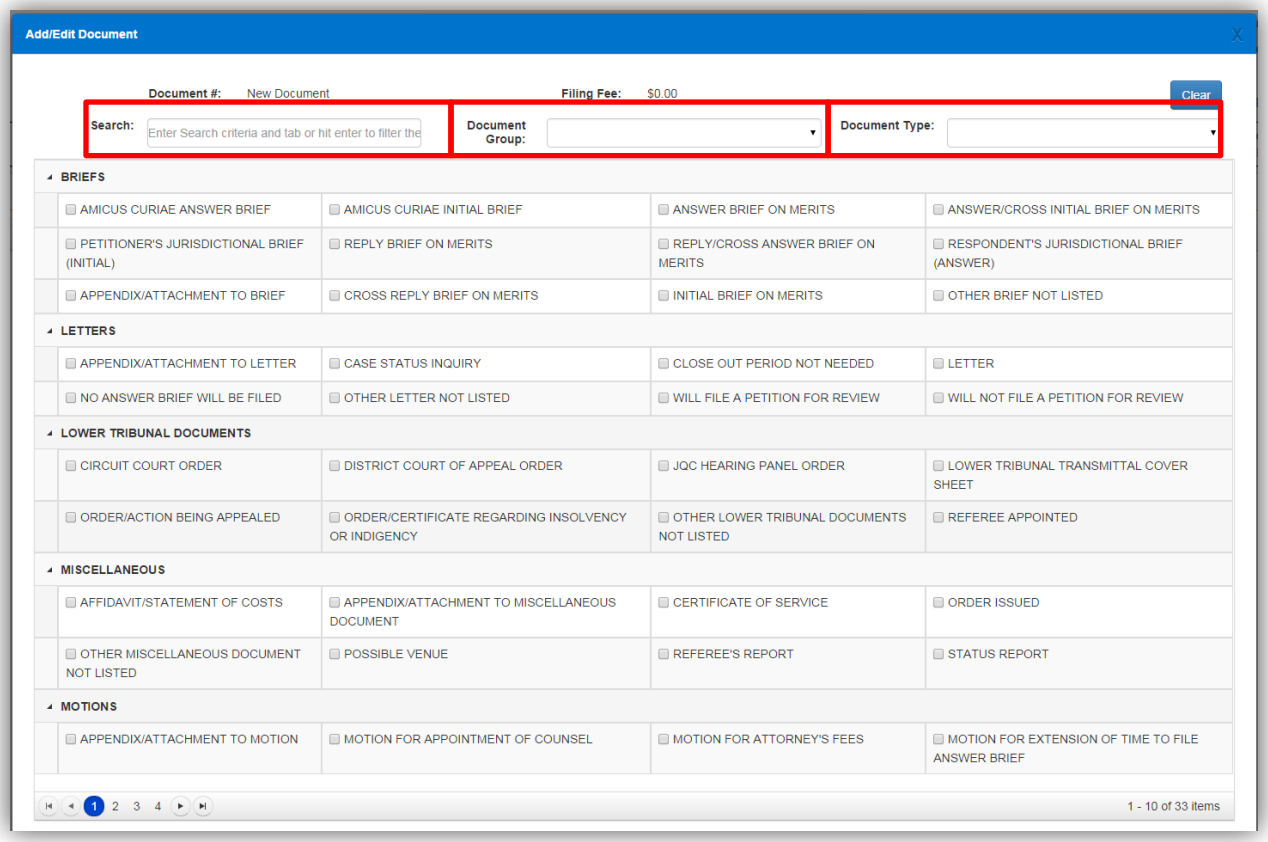
After making that designation, click the **Next** button to move on or the **Back** button to return to the **Case Parties** screen.

Adding Documents – Appellate Court

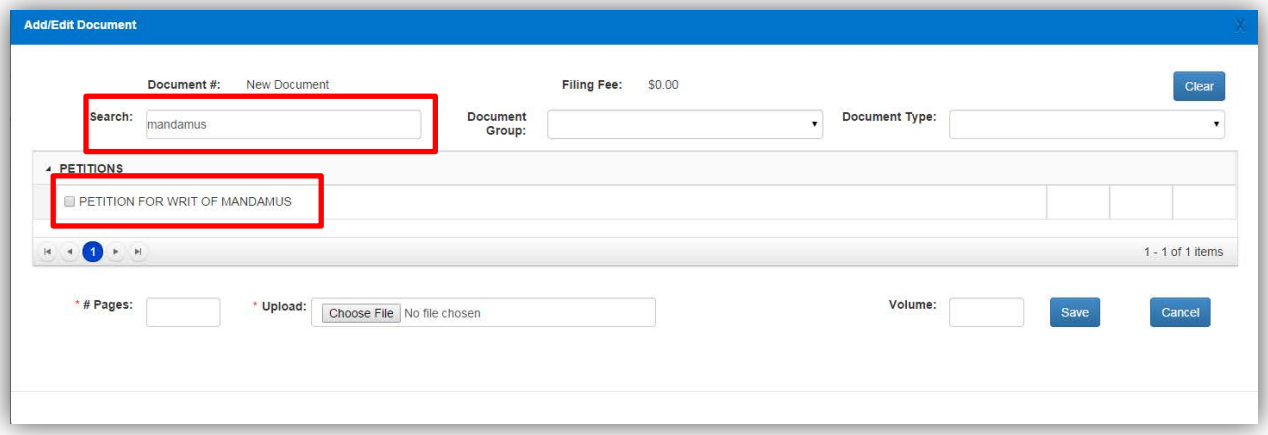
The Documents Page is next. Click **Add** to add documents to the case.


Supreme Court of Florida
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
DIY Documents
Welcome - Carolyn M Weber
Last signed in on - 10/24/2014 11:41:19 AM
Existing Case
Help
Case Information
Documents
Service List
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Volume/Description
Add
Total
$0.00
0
0 Documents
0
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

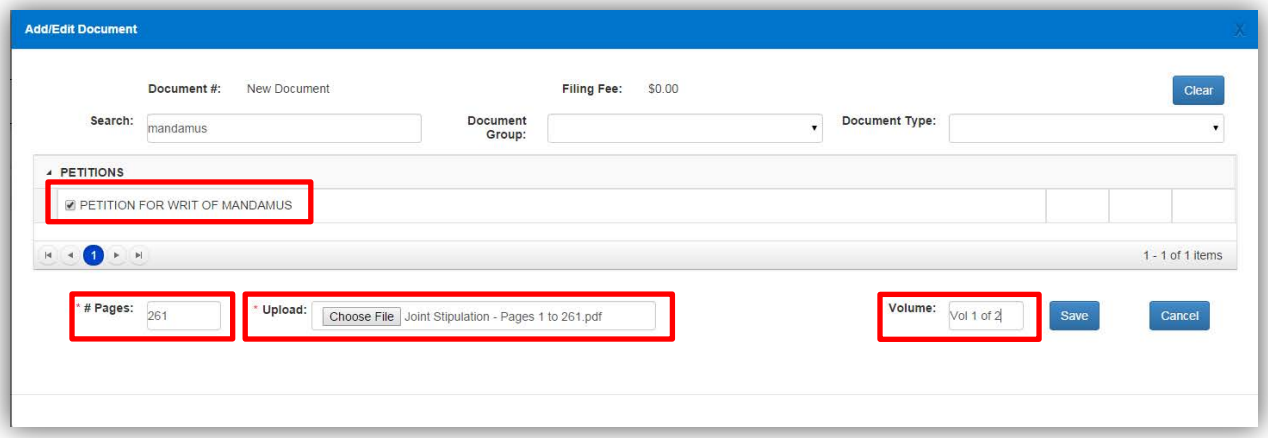
You may search for a document by selecting the **Search** field and typing in your search criteria. Or you may select a **Document Group** and **Document Type** from the dropdown lists which are established by the county staff. If the document group or type is not listed, select the document that most closely resembles the document you are going to file.



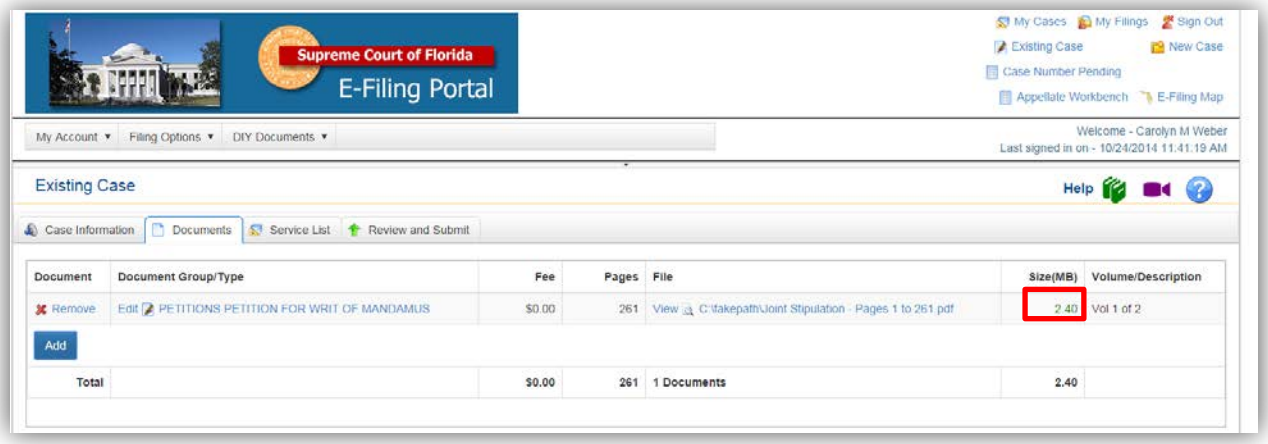
If you use the search feature, type in the most uncommon word in the title of your document and then use your **Tab** key to perform the search. In the below example, we will use the word 'mandamus' to limit the result set of our search.



Select the document you wish to file, type in the number of pages, and upload the document. You may also use the Volume field to further identfy the document you are submitting. If your document is larger than 25MB, break your document down into two separate files and then submit them individually using the additional text Volume field to identify the volumes. Then click on **Save** to add it to the list of documents you will submit.

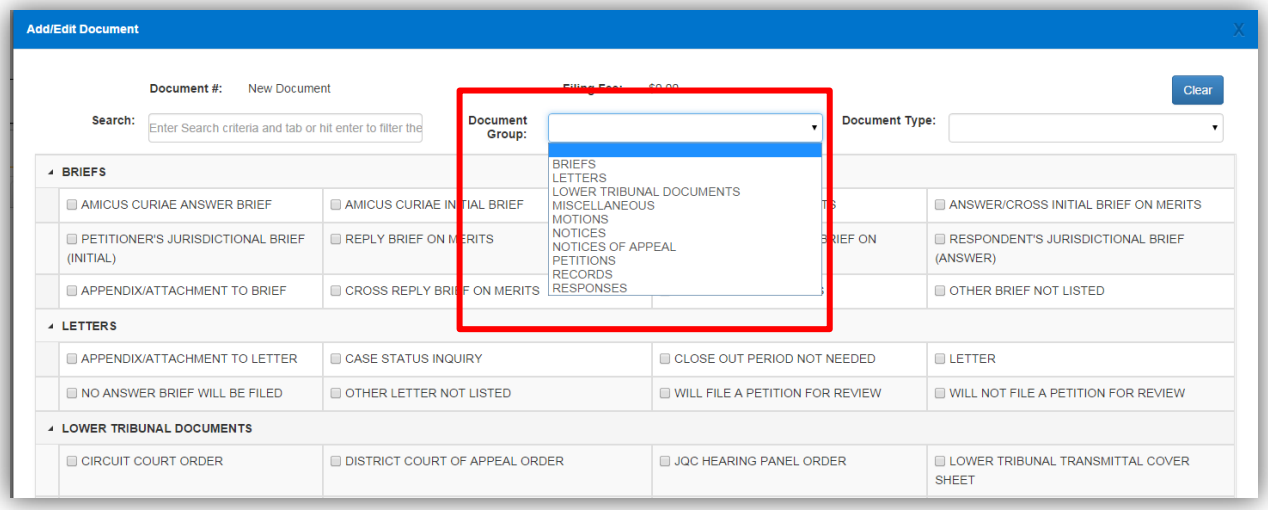


Your Document will appear on the Documents page with the file size shown in the far right hand column. You may upload as many documents as you need to file with the total file size not to exceed 25MB

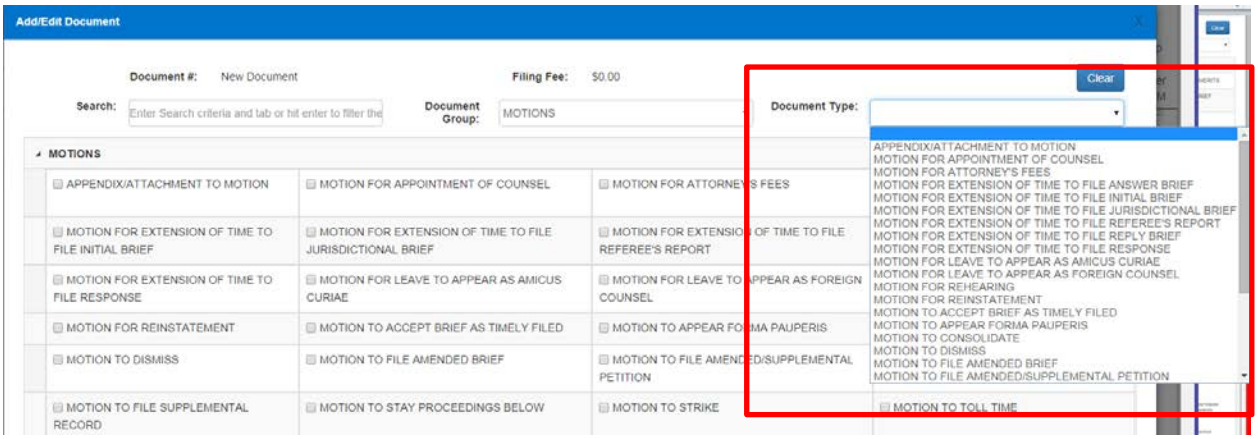


If you do not use the search field, select the **Document Group** from the drop down and then the **Document Type**, type in the **# Pages** and browse out to your computer where you have saved the computer generated document as a PDF file and select the document you wish to submit.

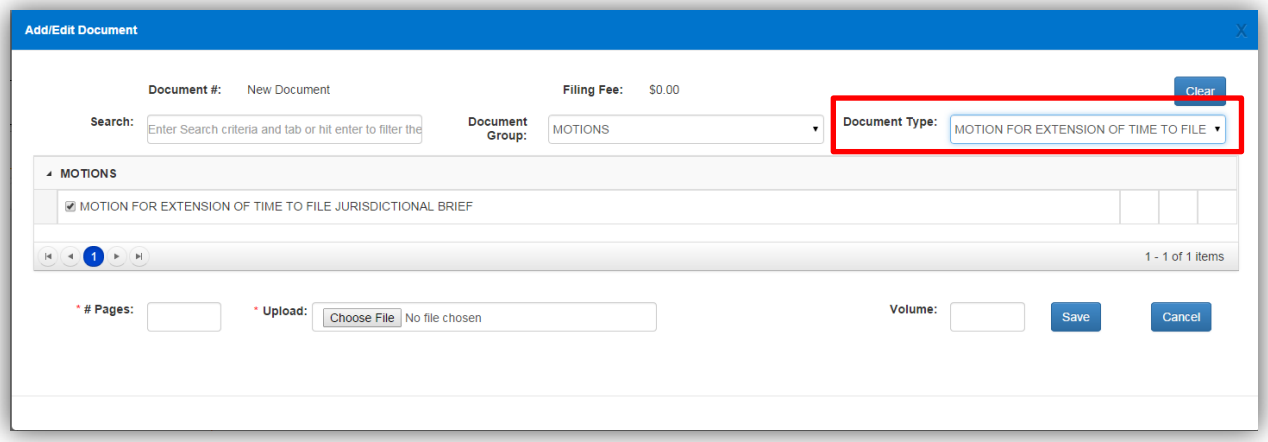
Document Group



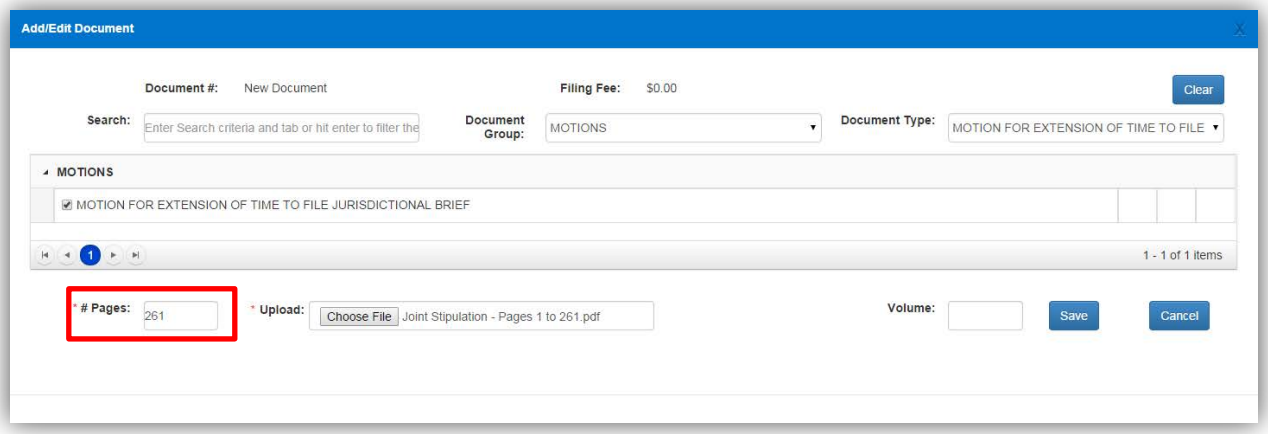
Document Type


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type:
Clear
MOTIONS
APPENDIX/ATTACHMENT TO MOTION
MOTION FOR APPOINTMENT OF COUNSEL
MOTION FOR ATTORNEY'S FEES
MOTION FOR EXTENSION OF TIME TO FILE INITIAL BRIEF
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
MOTION FOR EXTENSION OF TIME TO FILE RESPONSE
MOTION FOR LEAVE TO APPEAR AS AMICUS CURIAE
MOTION FOR LEAVE TO APPEAR AS FOREIGN COUNSEL
MOTION FOR REINSTATEMENT
MOTION TO ACCEPT BRIEF AS TIMELY FILED
MOTION TO DISMISS
MOTION TO FILE AMENDED BRIEF
MOTION TO FILE SUPPLEMENTAL RECORD
MOTION TO STAY PROCEEDINGS BELOW
MOTION TO STRIKE
MOTION TO TOLL TIME
MOTION FOR REHEARING
MOTION TO CONSOLIDATE
MOTION TO FILE AMENDED/SUPPLEMENTAL PETITION

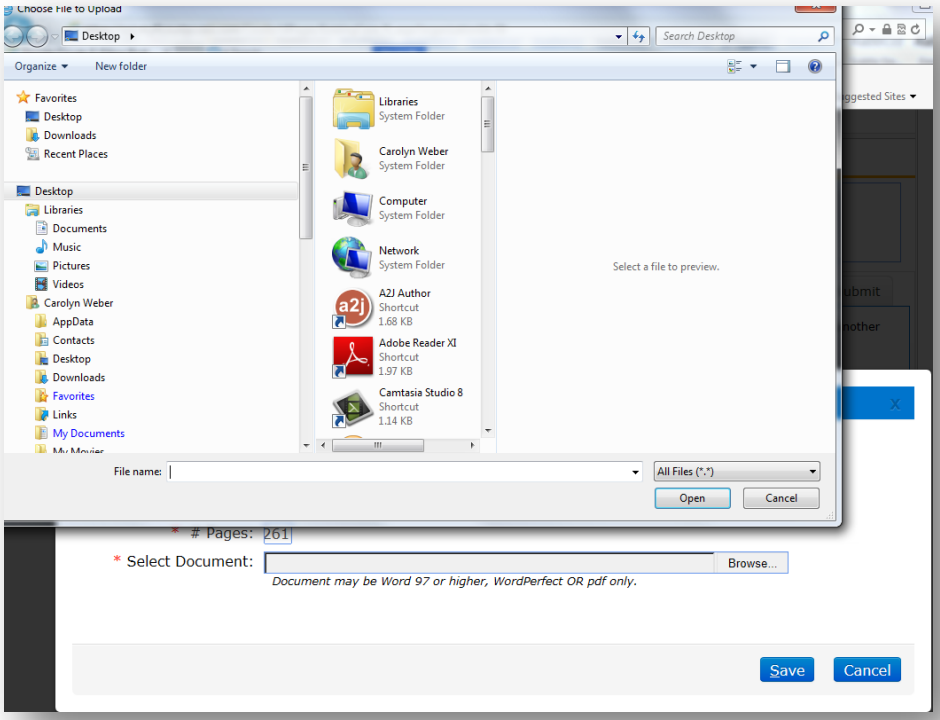
Select from the Document Type drop down the document you will submit.

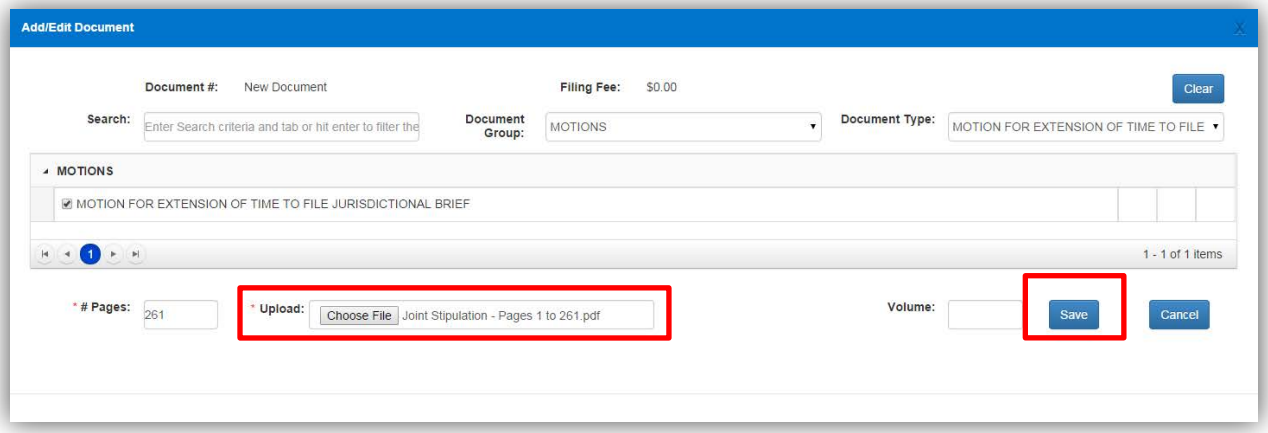

Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type: MOTION FOR EXTENSION OF TIME TO FILE
MOTIONS
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
1 - 1 of 1 items
Pages:
Upload: Choose File No file chosen
Volume:
Save
Cancel

Then type in the number of pages

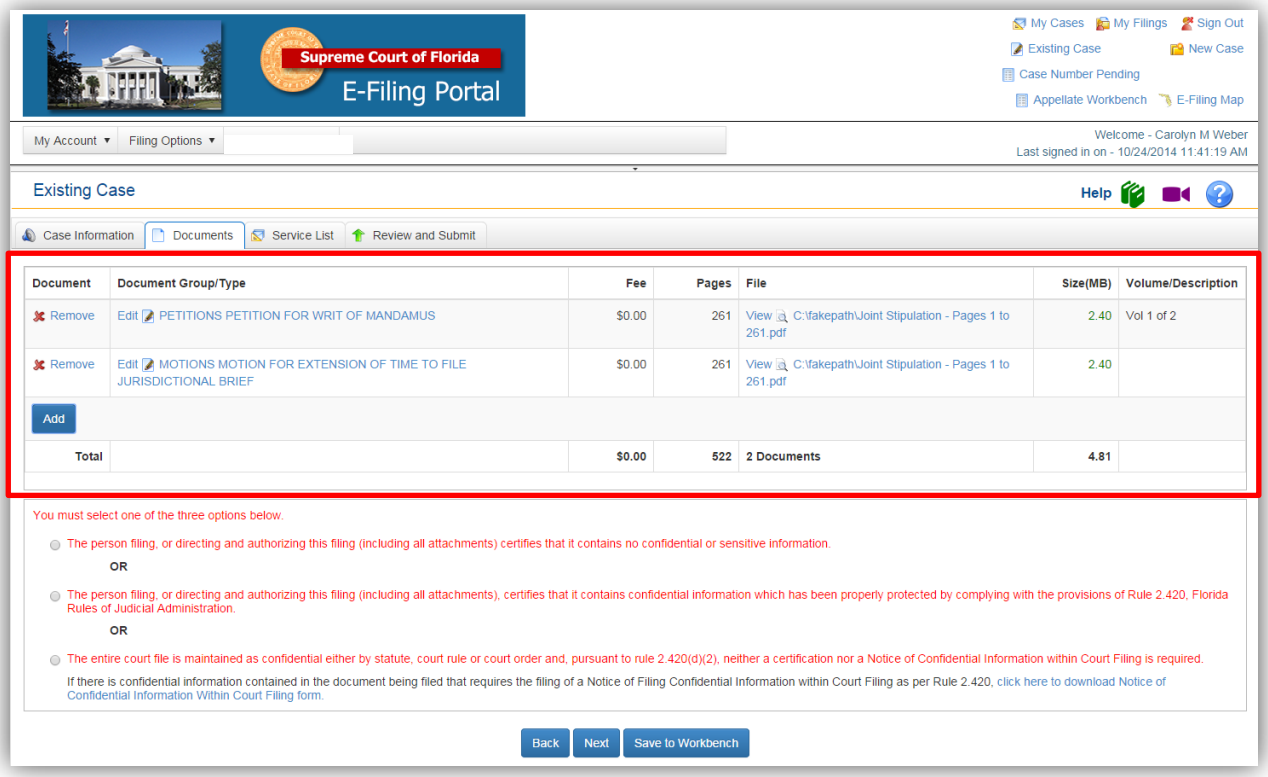

Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type: MOTION FOR EXTENSION OF TIME TO FILE
MOTIONS
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
1 - 1 of 1 items
Pages: 261
Upload: Choose File Joint Stipulation - Pages 1 to 261.pdf
Volume:
Save
Cancel

Browse out on your computer to find your document that you have computer generated, added the electronic signature and saved as a PDF. Click on Open and then Save.



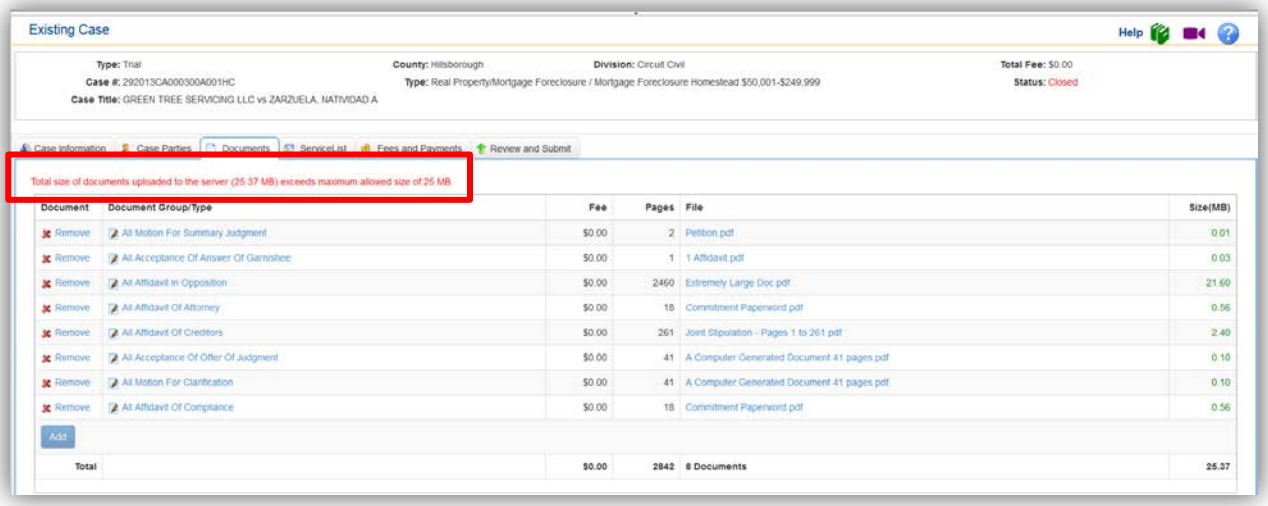

Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit enter to filter the
Document Group: MOTIONS
Document Type: MOTION FOR EXTENSION OF TIME TO FILE
MOTIONS
MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
1 - 1 of 1 items
* # Pages: 261
* Upload: Choose File Joint Stipulation - Pages 1 to 261.pdf
Volume:
Save
Cancel

The documents will display in the list.


Supreme Court of Florida
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
Welcome - Carolyn M Weber
Last signed in on - 10/24/2014 11:41:19 AM
Existing Case
Help
Case Information
Documents
Service List
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Volume/Description
Remove
Edit PETITIONS PETITION FOR WRIT OF MANDAMUS
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Vol 1 of 2
Remove
Edit MOTIONS MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Add
Total
$0.00
522
2 Documents
4.81
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

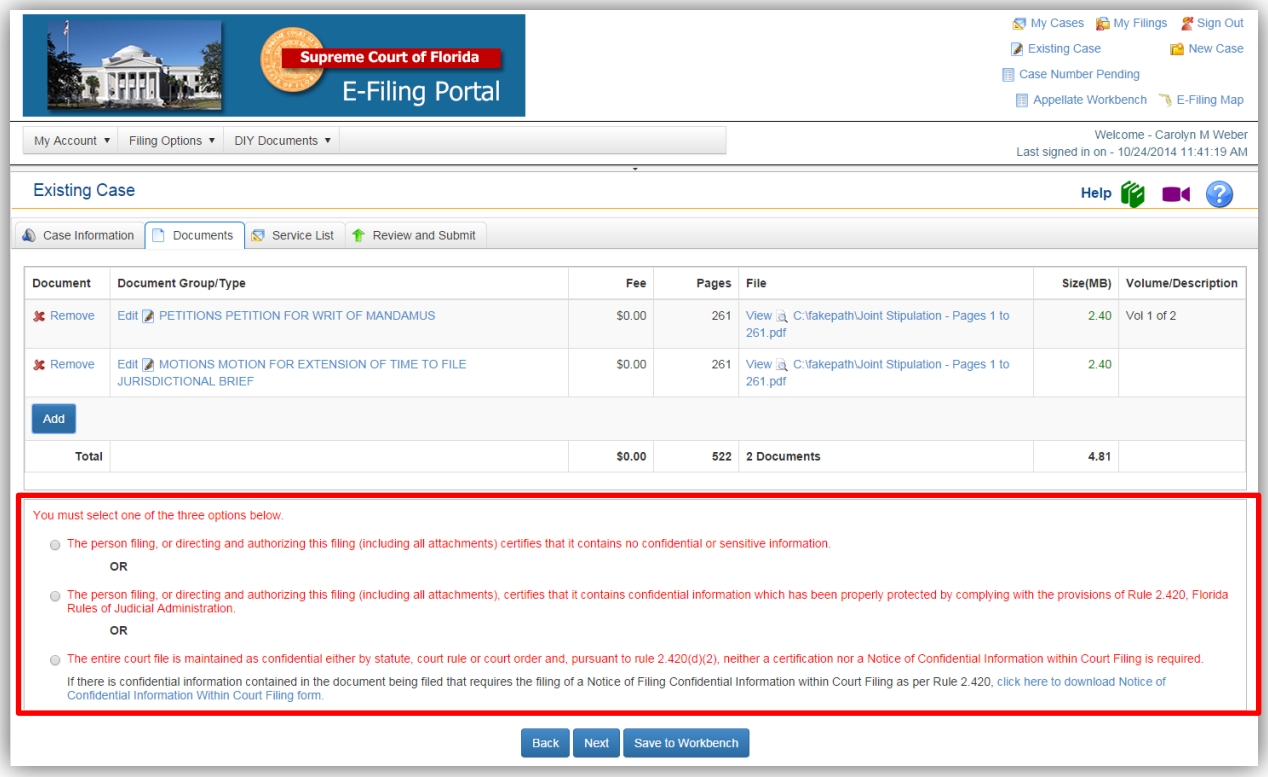
The document page also allows the filer to **Edit** or **Remove** a document. Clicking **Add** again allows the filer to add another document to the case. The size of the document added also appears so the filer knows when they are approaching the submission size maximum of 25MB. When the size appears in the size column, your document has completely uploaded and you may continue.

The maximum submission size is 25MB. If you attach too many documents to the submission, and it exceeds the 25MB size limit, an error message will appear as shown below.



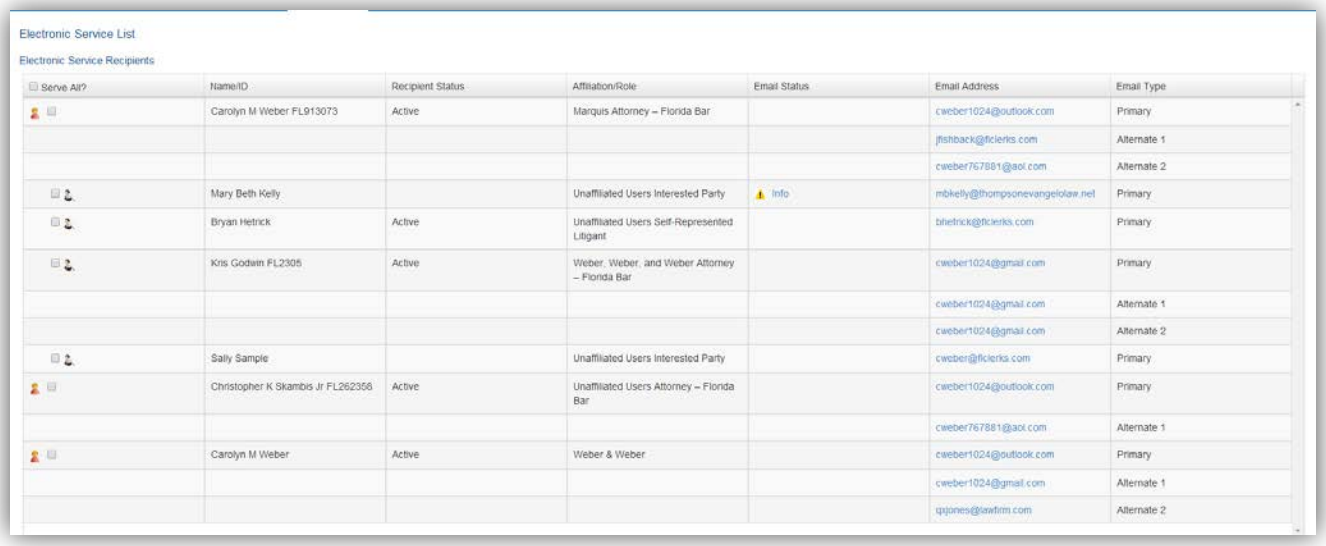
To file documents that are larger than 25MB, break the document down into two separate files and submit them individually.

When the filer has completed adding or editing all necessary document information, be sure to complete the Confidential Information section. For confidential documents, the filer must attach the Notice of Confidential Information within Court Filing or a Motion to Determine Confidentiality as per Rule 2.420. Then click the **Next** button to move on.


Supreme Court of Florida
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
DIY Documents
Welcome - Carolyn M Weber
Last signed in on - 10/24/2014 11:41:19 AM
Existing Case
Help
Case Information
Documents
Service List
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Volume/Description
Remove
Edit PETITIONS PETITION FOR WRIT OF MANDAMUS
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Vol 1 of 2
Remove
Edit MOTIONS MOTION FOR EXTENSION OF TIME TO FILE JURISDICTIONAL BRIEF
$0.00
261
View C:\fakepath\Joint Stipulation - Pages 1 to 261.pdf
2.40
Add
Total
$0.00
522
2 Documents
4.81
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next
Save to Workbench

ServiceList

You will automatically be added to the E-service List for this case. The E-service email addresses added will default to your profile email addresses. Anyone else that has electronically filed at least one document to this case will also appear in the E-service List.

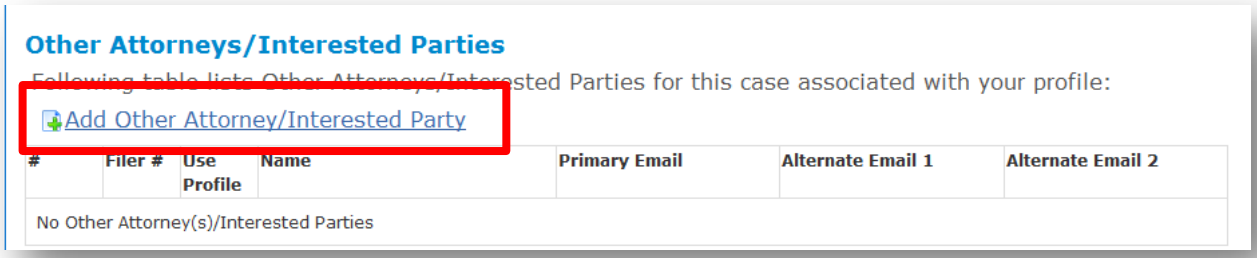


Electronic Service List

Electronic Service Recipients

Serve All?	Name/ID	Recipient Status	Affiliation/Role	Email Status	Email Address	Email Type
	Carolyn M Weber FL913073	Active	Marquis Attorney – Florida Bar		cweber1024@outlook.com	Primary
					jfishback@flclerks.com	Alternate 1
					cweber767881@aol.com	Alternate 2
	Mary Beth Kelly		Unaffiliated Users Interested Party	Info	mbkelly@thompsonevangelolaw.net	Primary
	Bryan Hetrick	Active	Unaffiliated Users Self-Represented Litigant		bhetrick@flclerks.com	Primary
	Kris Godwin FL2305	Active	Weber, Weber, and Weber Attorney – Florida Bar		cweber1024@gmail.com	Primary
					cweber1024@gmail.com	Alternate 1
					cweber1024@gmail.com	Alternate 2
	Sally Sample		Unaffiliated Users Interested Party		cweber@flclerks.com	Primary
	Christopher K Skambis Jr FL262358	Active	Unaffiliated Users Attorney – Florida Bar		cweber1024@outlook.com	Primary
					cweber767881@aol.com	Alternate 1
	Carolyn M Weber	Active	Weber & Weber		cweber1024@outlook.com	Primary
					cweber1024@gmail.com	Alternate 1
					qqjones@lawfirm.com	Alternate 2

You may add Other Attorney/Interested Party to the E-service List for this case. To do so, select the **Add Other Attorney/Interested Party** link.



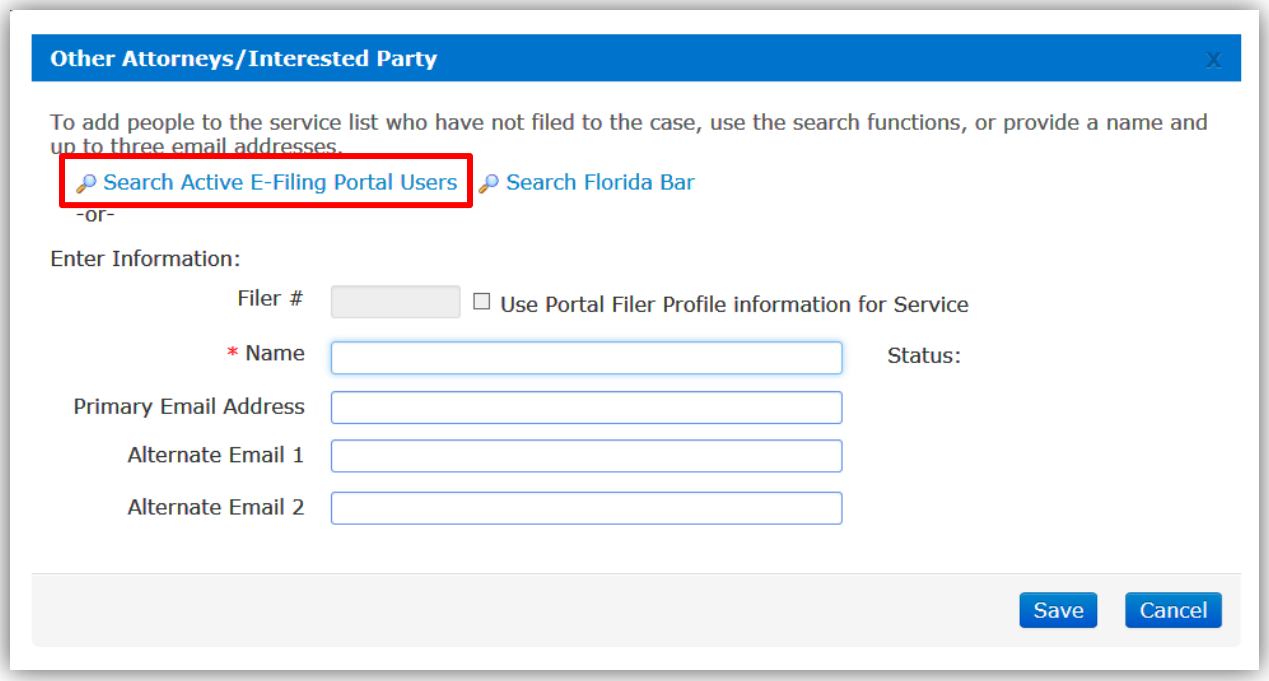
Other Attorneys/Interested Parties

Following table lists Other Attorneys/Interested Parties for this case associated with your profile:

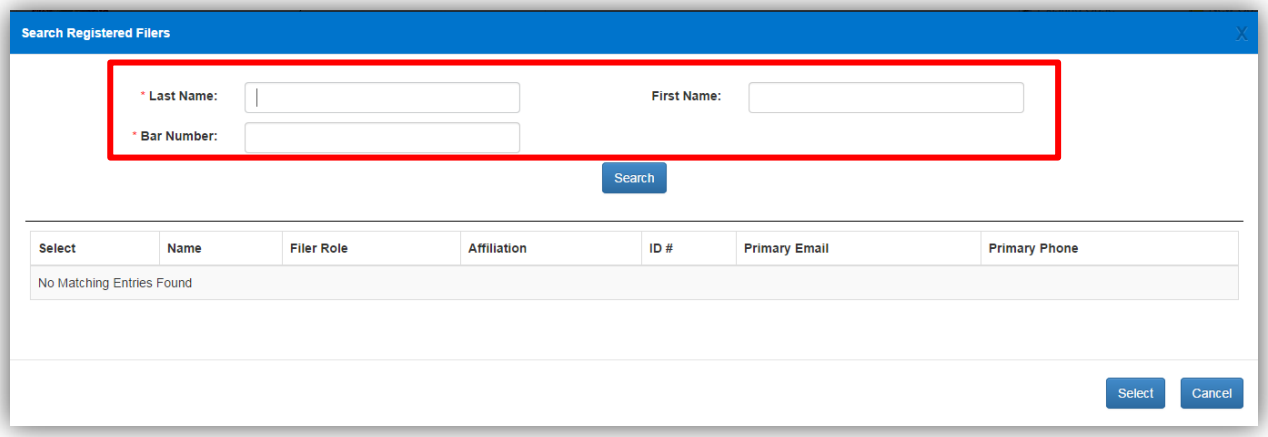
Add Other Attorney/Interested Party

#	Filer #	Use Profile	Name	Primary Email	Alternate Email 1	Alternate Email 2
No Other Attorney(s)/Interested Parties						

The **Other Attorneys/Interested Party** screen will appear. You may add by selecting the **Search Active E-Filing Portal Users** link:

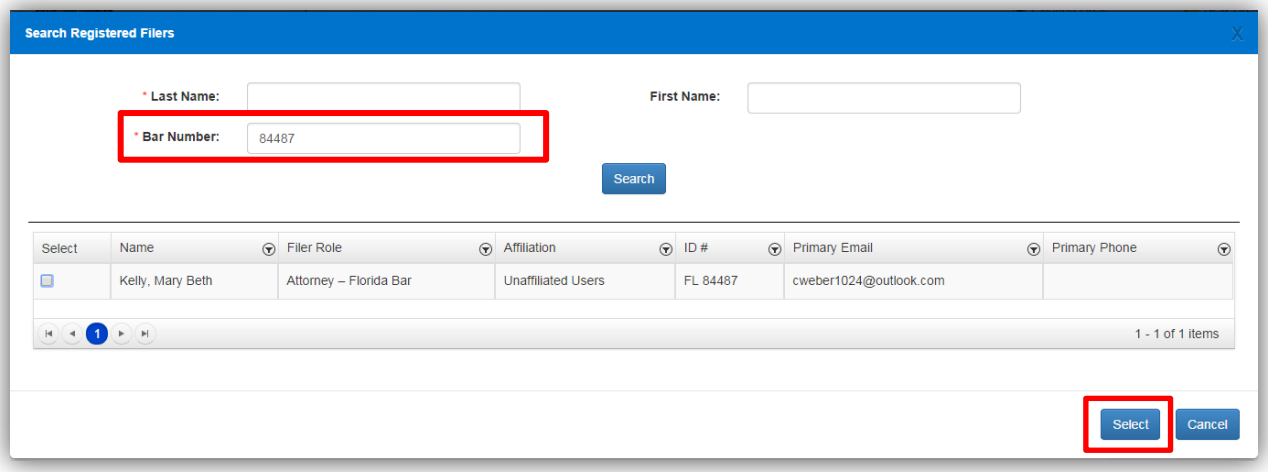

Other Attorneys/Interested Party
To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.
Search Active E-Filing Portal Users
Search Florida Bar
-or-
Enter Information:
Filer #
Use Portal Filer Profile information for Service
* Name
Status:
Primary Email Address
Alternate Email 1
Alternate Email 2
Save
Cancel

The search box will appear. You may search by Last Name or by the Florida Bar Number.

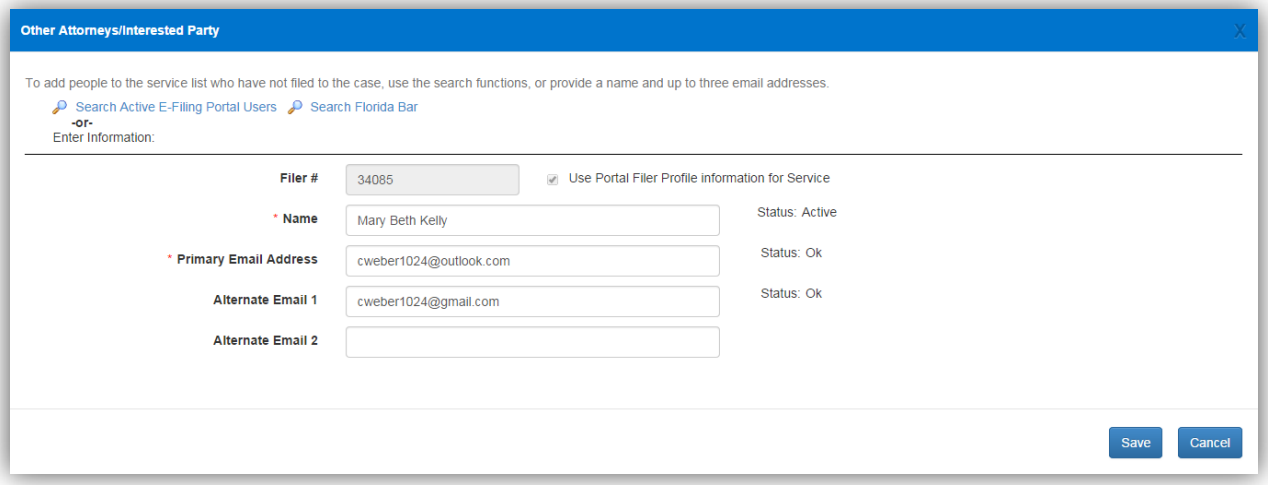


This allows you to search the Portal's List of Registered Users and select them by typing in their Last Name and then select **Search** or by typing in their Florida Bar Number and clicking on **Search**.

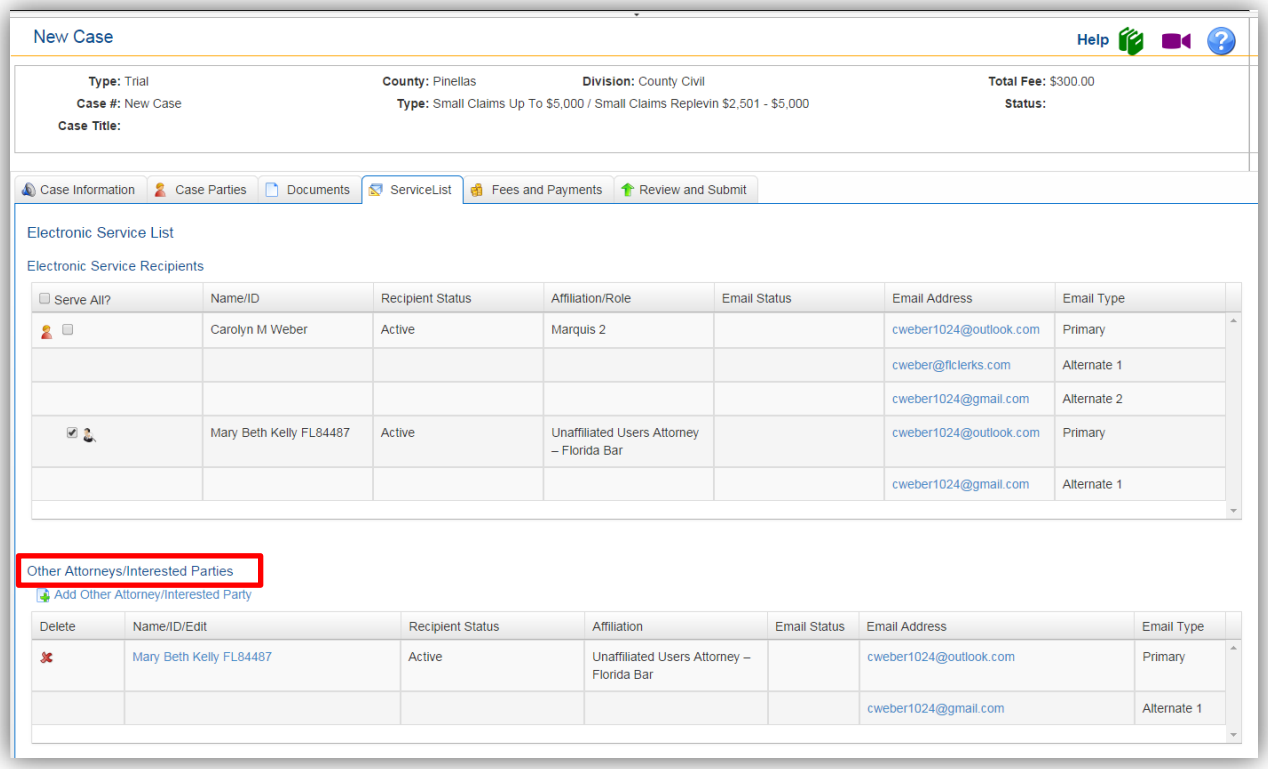
Select the person from the list that you would like to add to receive E-service in this case and click on **Select.** The email addresses linked to that Portal user will be added to the E-service List for this case.



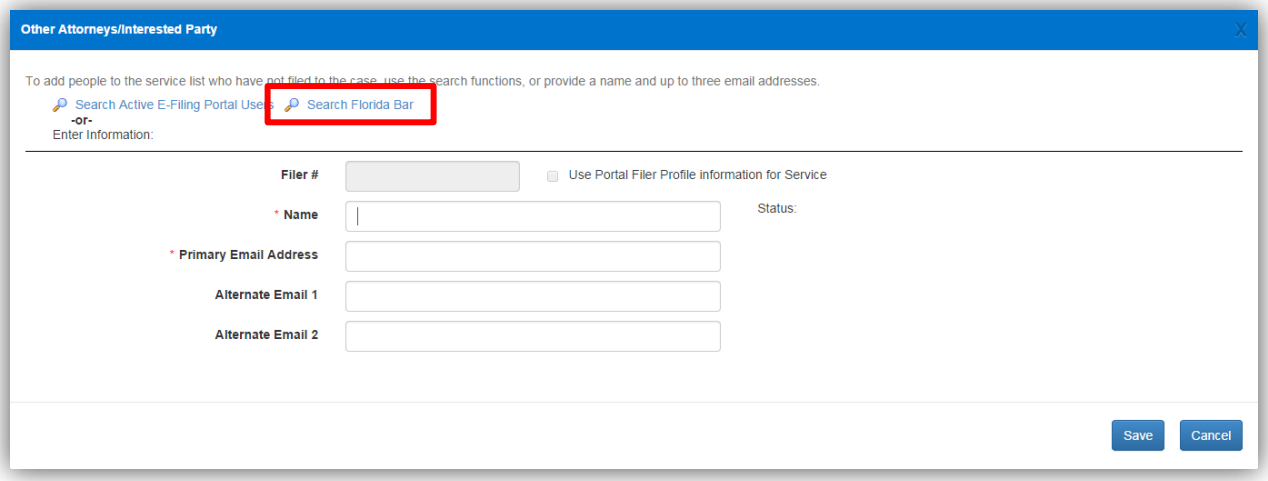
The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.



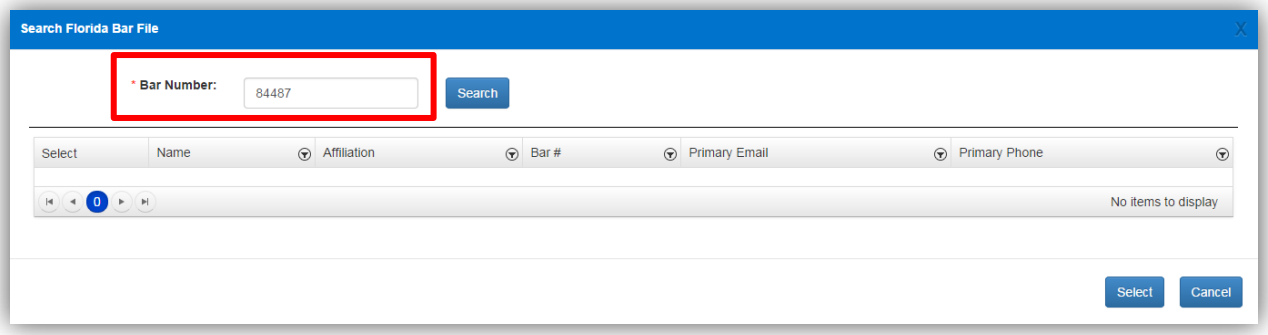
The Other Attorney/Interested Party you added will be added to the E-service List and also appear in the Other Attorneys/Interested Parties section of your E-service List. Only **you** can remove the people you add from the E-service List. **NOTE: Be cautious adding people to the E-service List. If they request removal, please remove them from the E-service List immediately.**



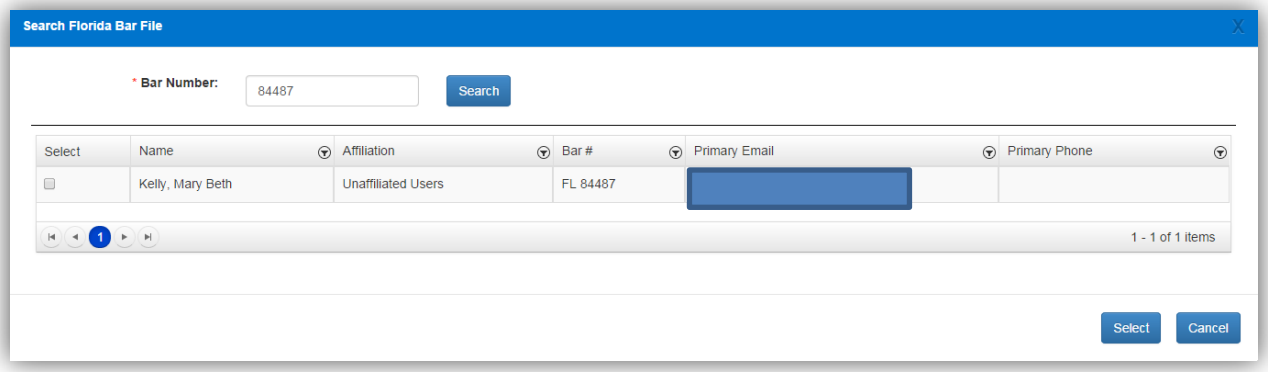
To add an Other Attorney to this list, you can also search the Florida Bar database. From the Other Attorneys/Interested Party screen select **Search Florida Bar**.


Other Attorneys/Interested Party
To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.
Search Active E-Filing Portal Users
Search Florida Bar
-or-
Enter Information:
Filer #
Use Portal Filer Profile information for Service
* Name
Status:
* Primary Email Address
Alternate Email 1
Alternate Email 2
Save
Cancel

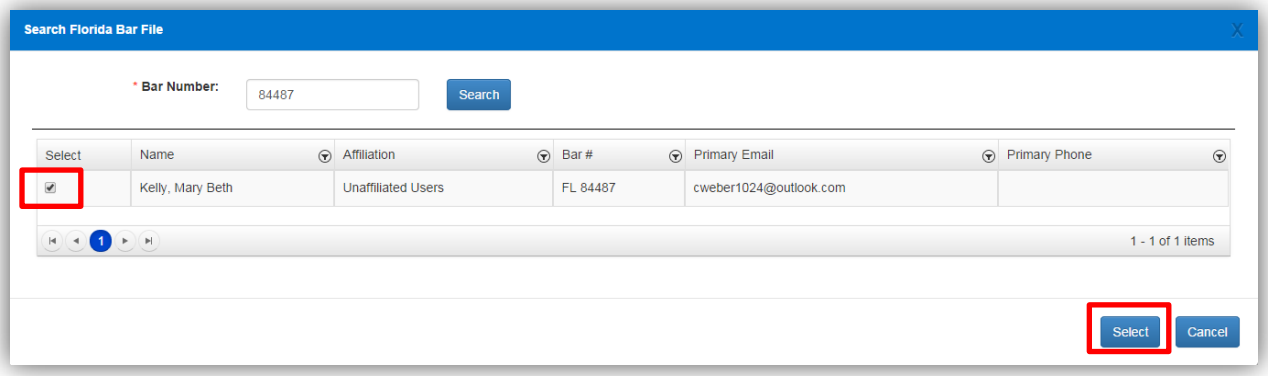
The Search Florida Bar File dialog box appears. The required field is designated by the red *.



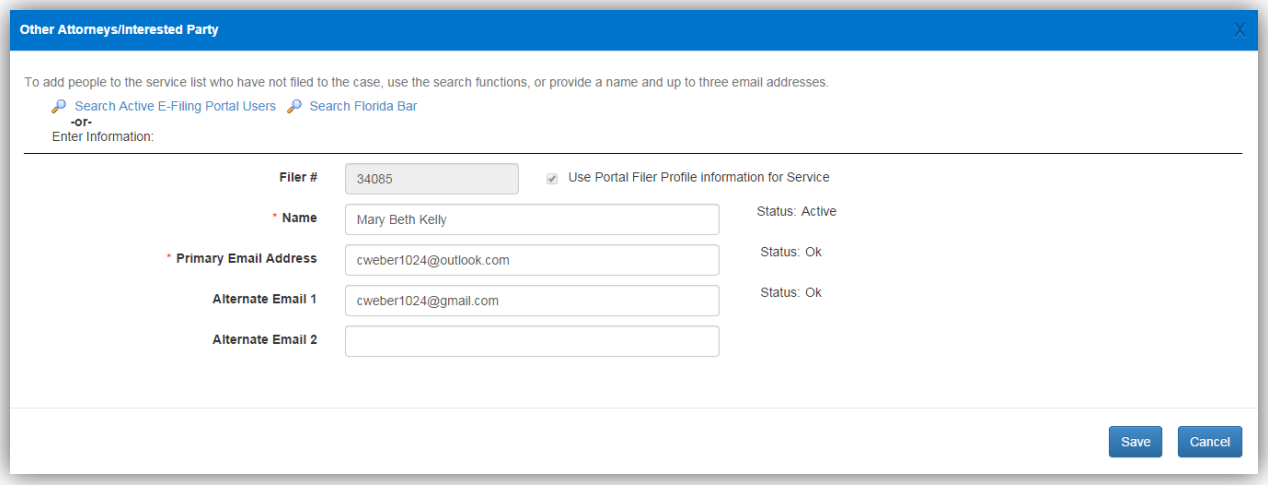
Type in the Florida Bar number of the attorney you wish to add to the E-service List and select Search.



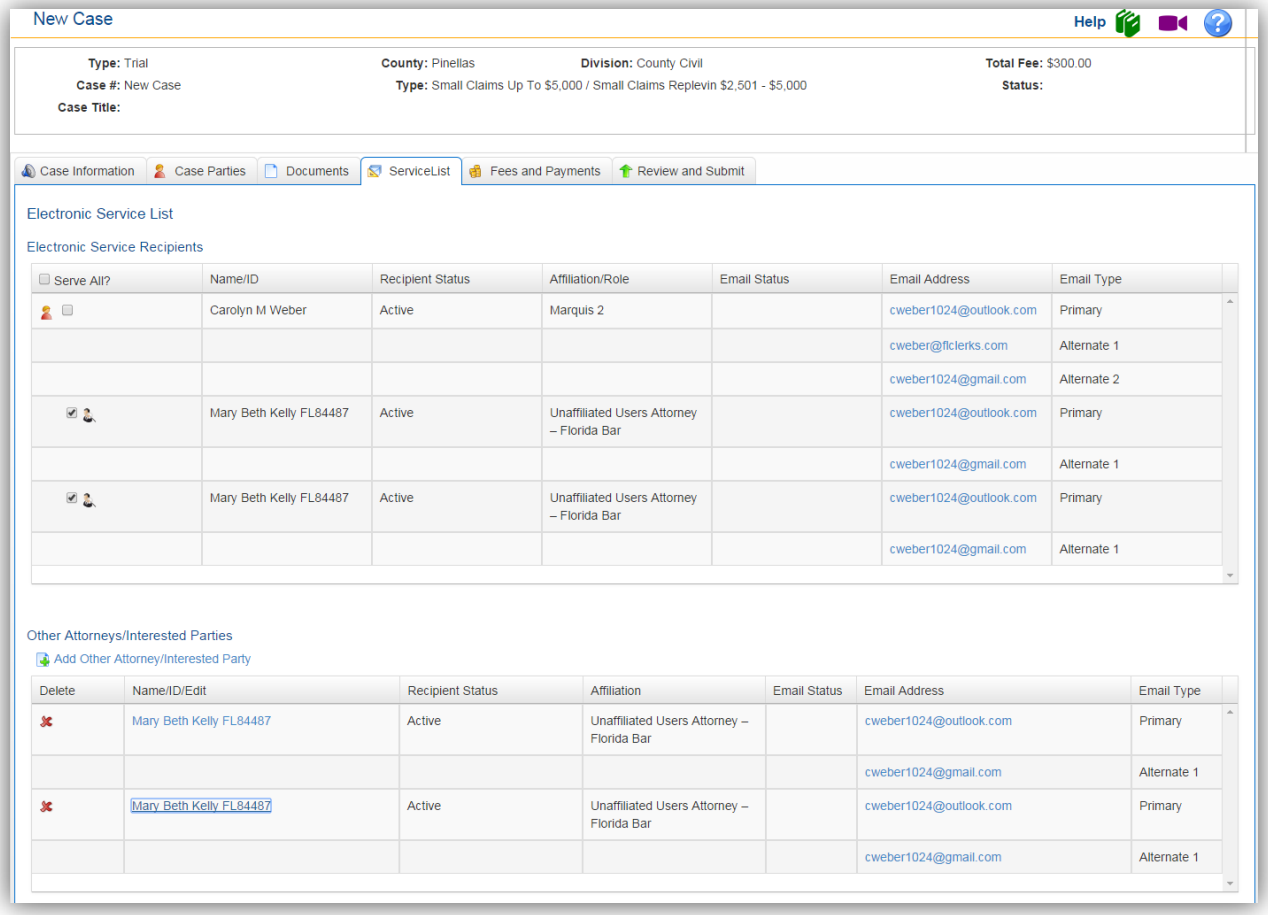
If this is the person you wish to add, place a check in the box under the Select column and then click on **Select**. This will add the selected attorney to the E-service list using the email address they have on file with The Florida Bar. This may not be the email address they wish to use to receive E-service however so check with the person you add to be sure their information is correct.



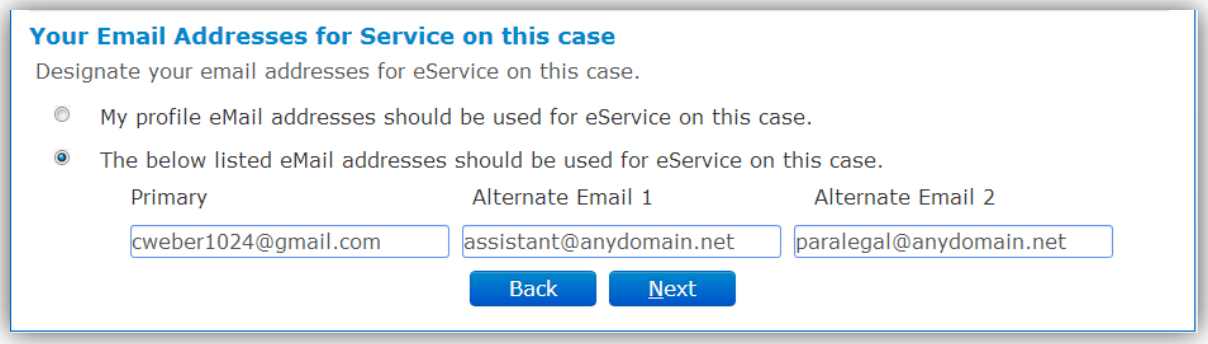
The Portal will validate the email address against the bounced back data base and provide the status of the email address as shown above. The required information will populate the screen after which you select **Save**.



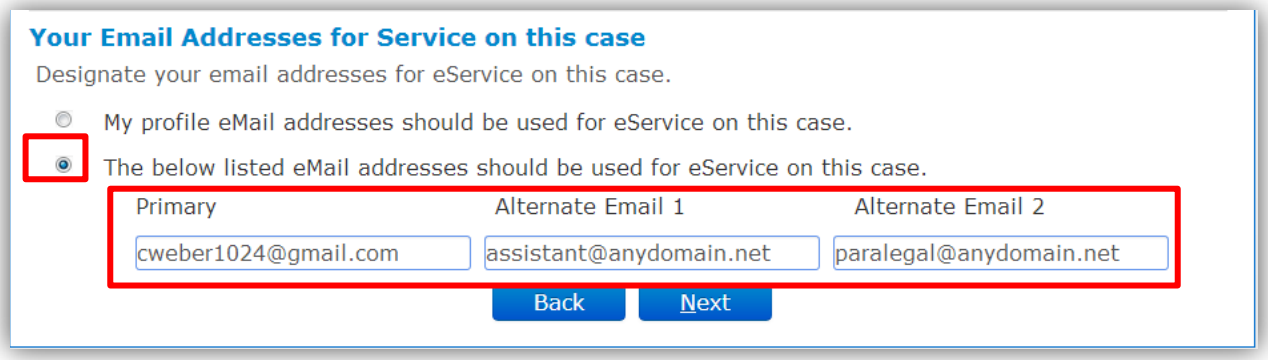
Select **Save** and the newly added attorney will appear on the E-service List for this case.



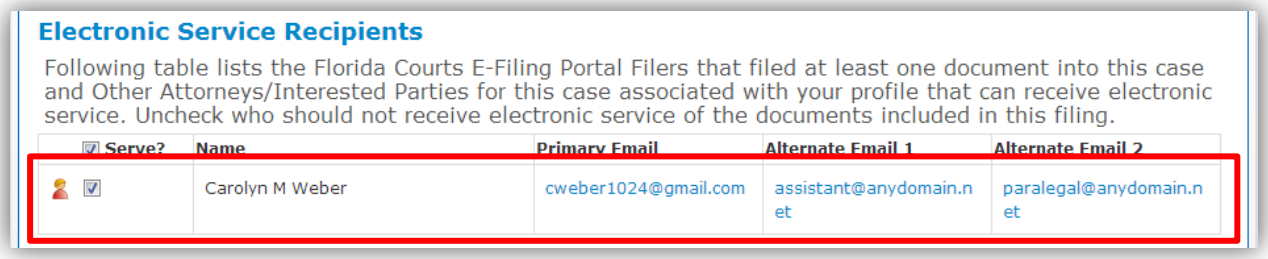
To designate email addresses for you the filer, you have the option to use either your profile email addresses or designate up to three other email addresses to be used for this case only.


Your Email Addresses for Service on this case
Designate your email addresses for eService on this case.
My profile eMail addresses should be used for eService on this case.
The below listed eMail addresses should be used for eService on this case.
Primary
Alternate Email 1
Alternate Email 2
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net
Back
Next

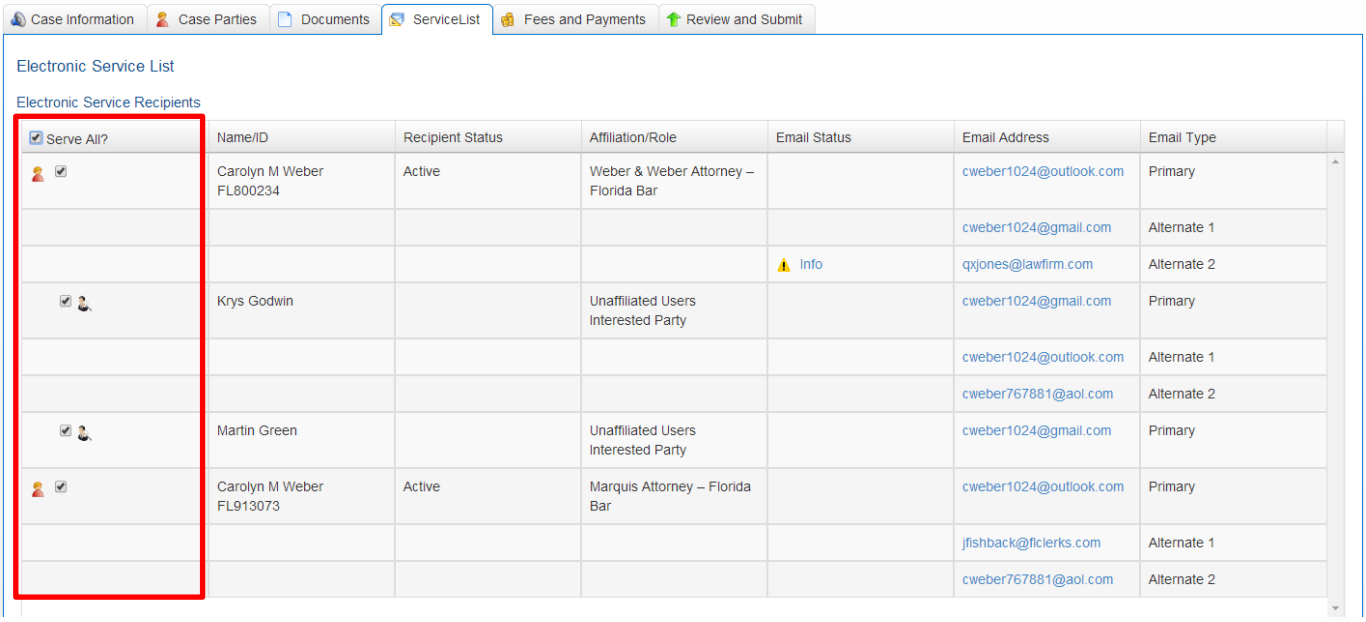
If you wish to use different email addresses for this case only, select the second radio button and type in up to three email addresses which will be used for E-service on this case only.


Your Email Addresses for Service on this case
Designate your email addresses for eService on this case.
My profile eMail addresses should be used for eService on this case.
The below listed eMail addresses should be used for eService on this case.
Primary
Alternate Email 1
Alternate Email 2
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net
Back
Next

Your designated email addresses will be added to the E-service List for this case only.

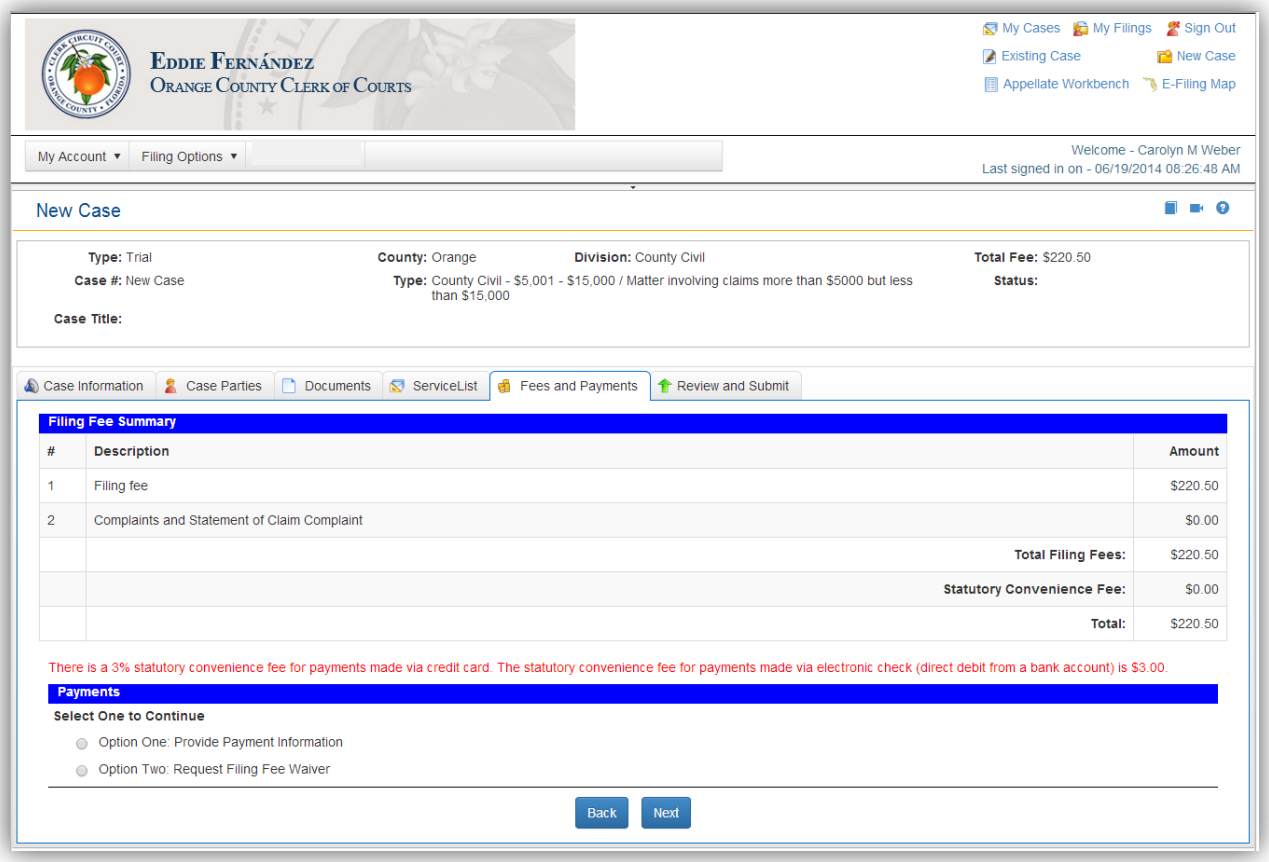

Electronic Service Recipients
Following table lists the Florida Courts E-Filing Portal Filers that filed at least one document into this case and Other Attorneys/Interested Parties for this case associated with your profile that can receive electronic service. Uncheck who should not receive electronic service of the documents included in this filing.
Serve?
Name
Primary Email
Alternate Email 1
Alternate Email 2
Carolyn M Weber
cweber1024@gmail.com
assistant@anydomain.net
paralegal@anydomain.net

Once you have added any Interested Parties/Other Attorneys, be sure to select from the E-service Recipient List the people you wish to serve. You may select the entire list by placing a check in the box next to 'Serve All?' in the column header.



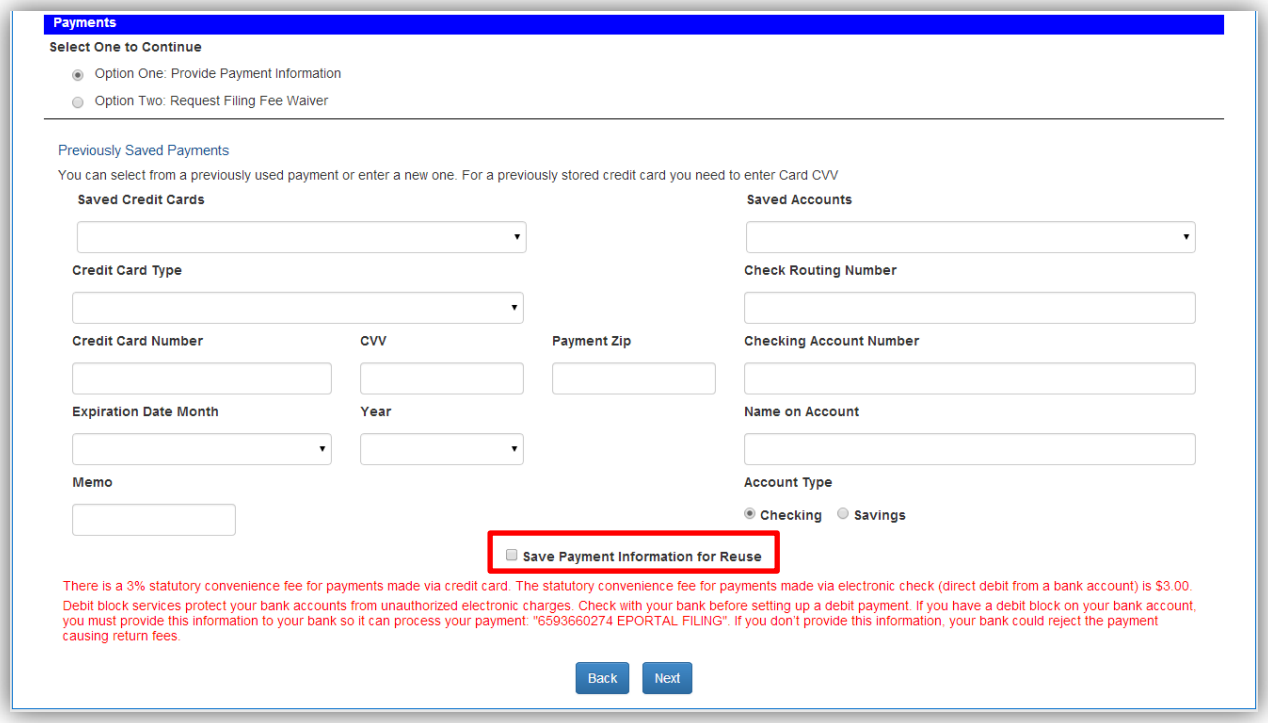
Fees and Payments – Trial Court

The filer is directed to the **Fees and Payments** page. There are two payment options: pay with a credit card or a check or fee waiver. Enter ***only*** one form of payment.



A breakdown of the filing fees are listed in the Filing Fee Summary portion of the page.

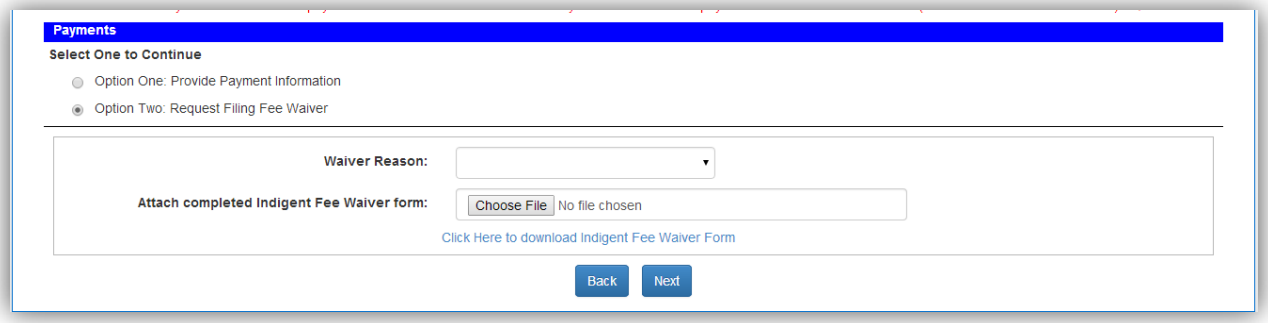
The filer may elect to use a credit card or e-check. Only one payment method is allowed per submission. Once a user enters their payment information, the payment information may be stored for future use by checking the **Save Payment Information for Reuse** box.


Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Previously Saved Payments
You can select from a previously used payment or enter a new one. For a previously stored credit card you need to enter Card CVV
Saved Credit Cards
Saved Accounts
Credit Card Type
Check Routing Number
Credit Card Number
CVV
Payment Zip
Checking Account Number
Expiration Date Month
Year
Name on Account
Memo
Account Type
Checking
Savings
Save Payment Information for Reuse
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Debit block services protect your bank accounts from unauthorized electronic charges. Check with your bank before setting up a debit payment. If you have a debit block on your bank account, you must provide this information to your bank so it can process your payment: "6593660274 EPORTAL FILING". If you don't provide this information, your bank could reject the payment causing return fees.
Back
Next

The Portal accepts the following credit cards for payment:

- American Express Credit or Debit Cards
- Discover Credit or Debit Cards
- MasterCard Credit or Debit Cards
- Visa Credit or Debit cards <u>are not accepted</u> at this time
-

The filer may request a Waiver of the fees by selecting option two and completing the **Waiver Reason** and attach the Fee Waiver form.



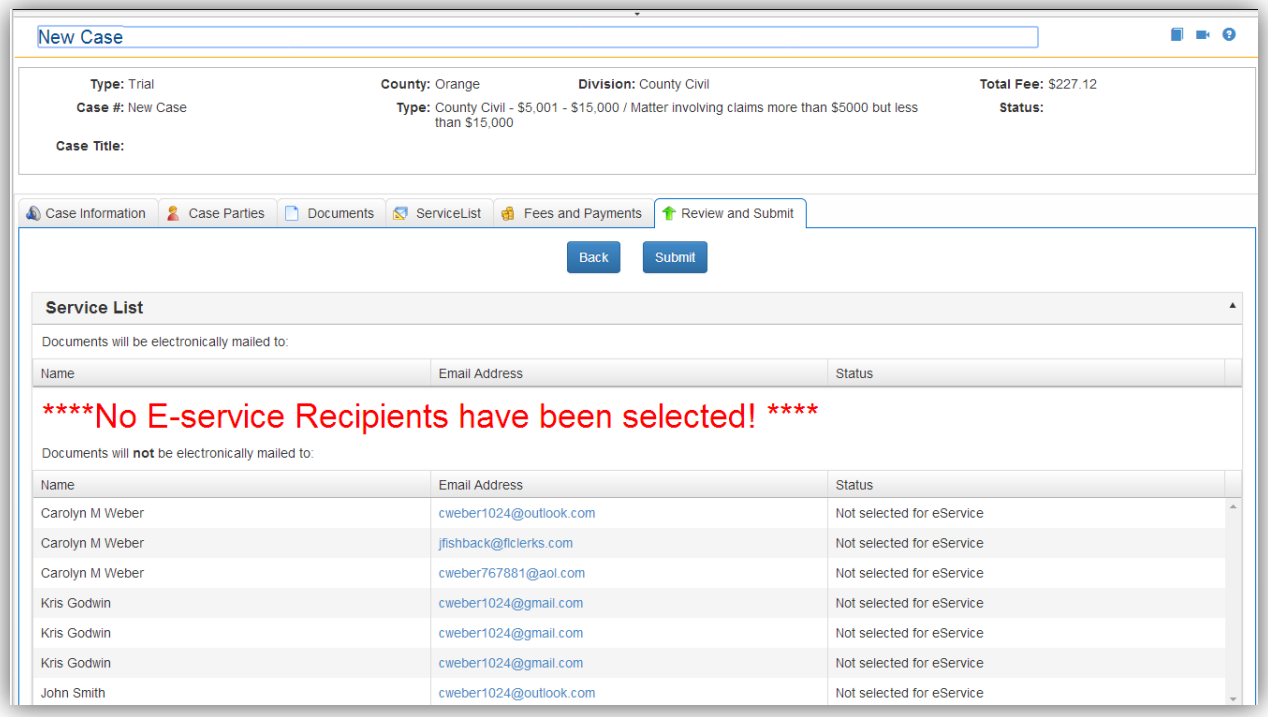
Note: An explanation of how the convenience fee is calculated and about Debit block services is provided in red text below the fee total.

What is C.V.V.? It is a 3 to 4 digit code found on the back of the credit card.

The Payment Zip Code is the zip code for the billing address of the credit card.
When the filer has completed adding all necessary payment information, click the **Next** button.
When the user clicks on the Submit button on the Review and Submit page, the credit card or check routing information is validated by the appropriate institution. Successful verification will place a hold on the funds until the clerk reviews and accepts the filing.

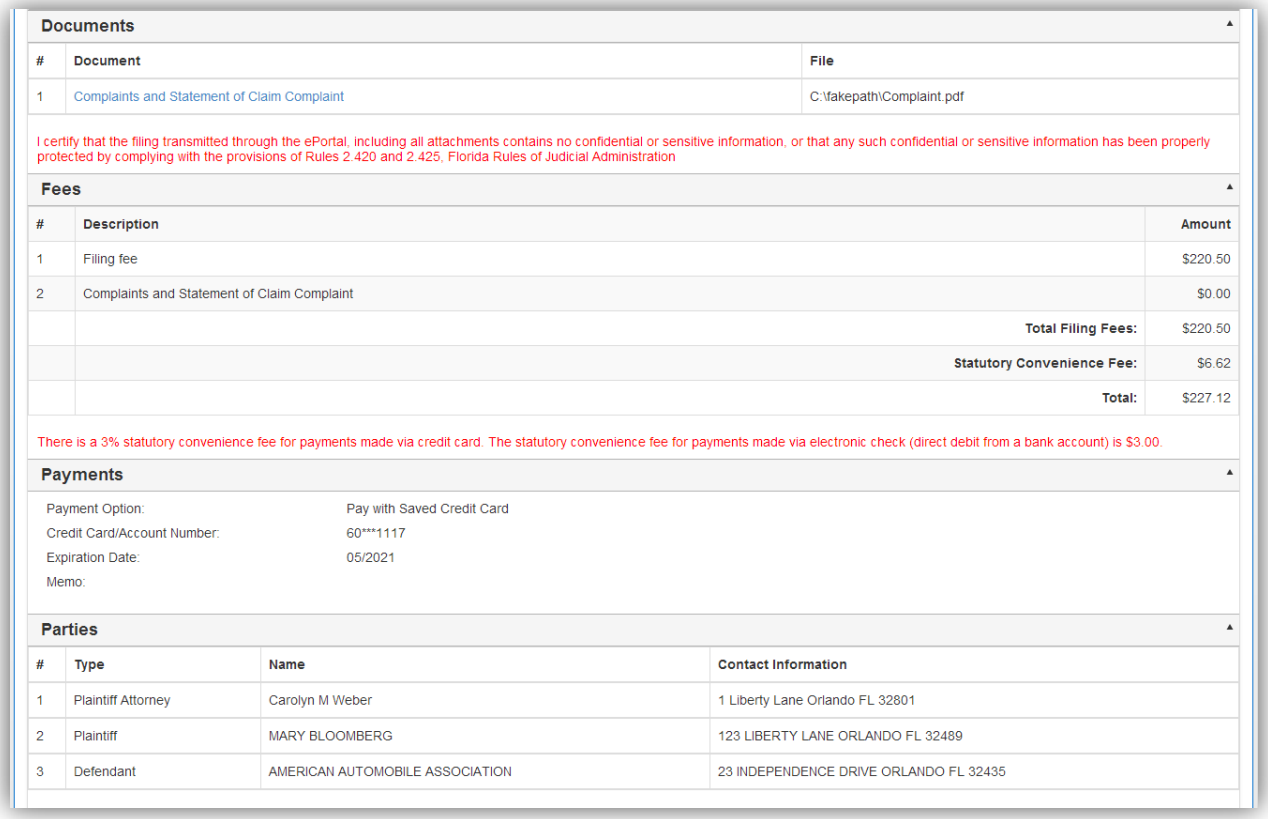
Review and Submit – Trial Court

Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click back to the **Case Information**, **Case Parties**, **Documents**, **ServiceList** and/or **Fees and Payments** tab(s) to make the changes and re-save the information. Once any edits to information have been made, Click **Submit.**



If no one has been selected for E-service on the ServiceList page, you will see an alert in the ServiceList section of the Review and Submit page. To correct, click on the ServiceList tab and make your service selections.

Next you see the Documents uploaded, Fees, Payments, Parties and the Filer information as shown below.



Documents

#	Document	File
1	Complaints and Statement of Claim Complaint	C:\fakepath\Complaint.pdf

I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration

Fees

#	Description	Amount
1	Filing fee	$220.50
2	Complaints and Statement of Claim Complaint	$0.00
	Total Filing Fees:	$220.50
	Statutory Convenience Fee:	$6.62
	Total:	$227.12

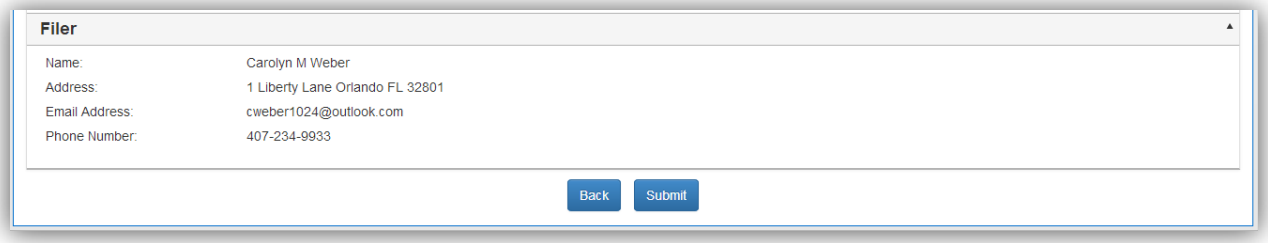
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.

Payments

Payment Option:	Pay with Saved Credit Card
Credit Card/Account Number:	60***1117
Expiration Date:	05/2021
Memo:	

Parties

#	Type	Name	Contact Information
1	Plaintiff Attorney	Carolyn M Weber	1 Liberty Lane Orlando FL 32801
2	Plaintiff	MARY BLOOMBERG	123 LIBERTY LANE ORLANDO FL 32489
3	Defendant	AMERICAN AUTOMOBILE ASSOCIATION	23 INDEPENDENCE DRIVE ORLANDO FL 32435



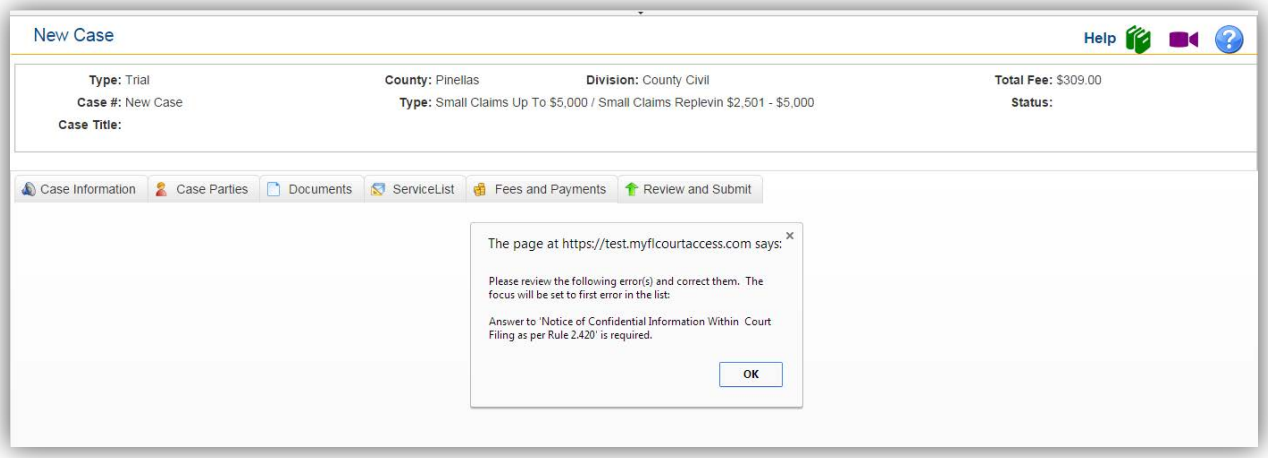
Filer

Name:	Carolyn M Weber
Address:	1 Liberty Lane Orlando FL 32801
Email Address:	cweber1024@outlook.com
Phone Number:	407-234-9933

Back Submit

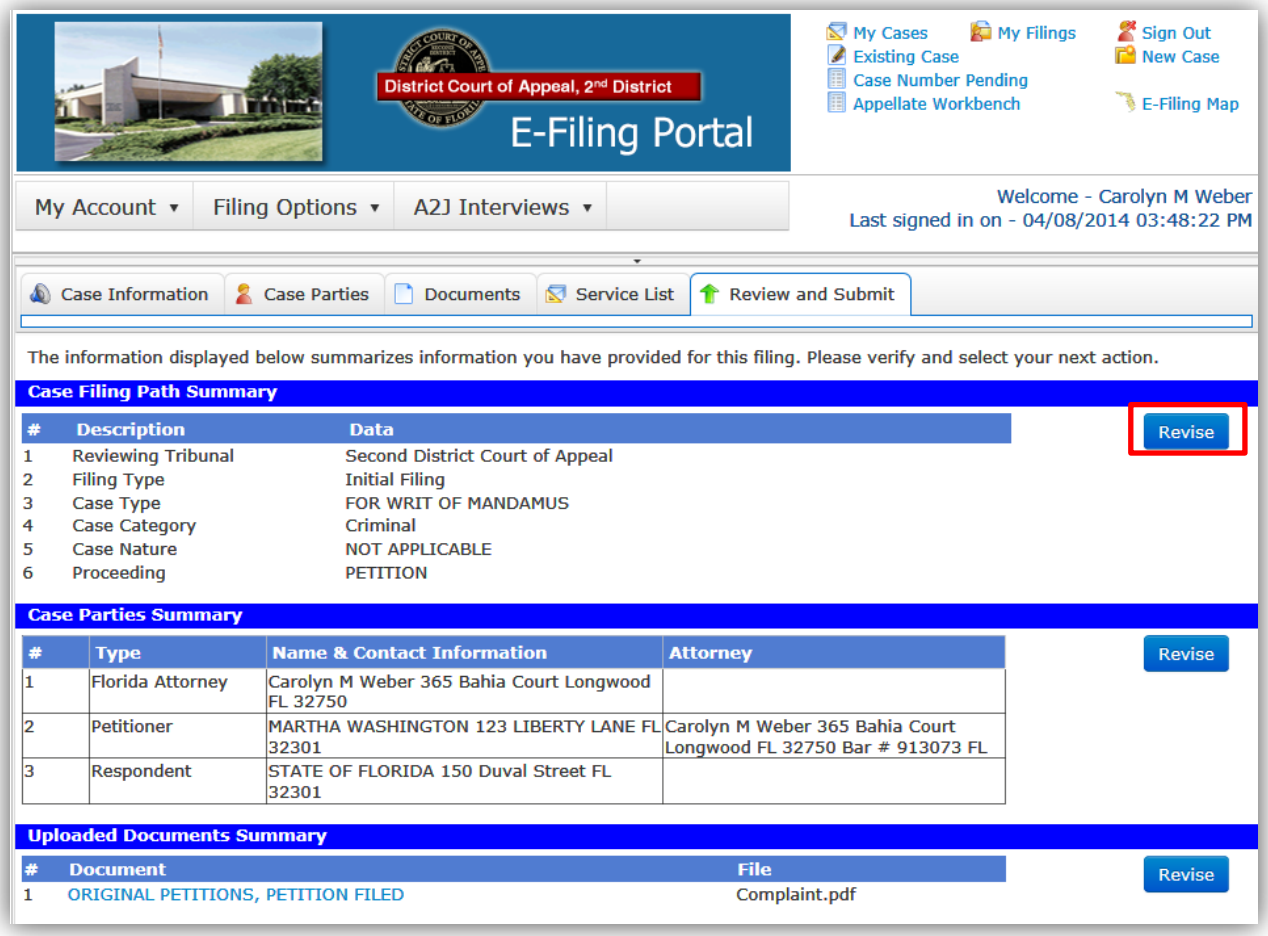
If the filer has failed to enter required information they will receive a pop up message providing information on what is missing.

An example would be if you forgot to make the confidentiality designation on the Documents page. If that is the case, the following error message will display advising the filer of the deficiency.

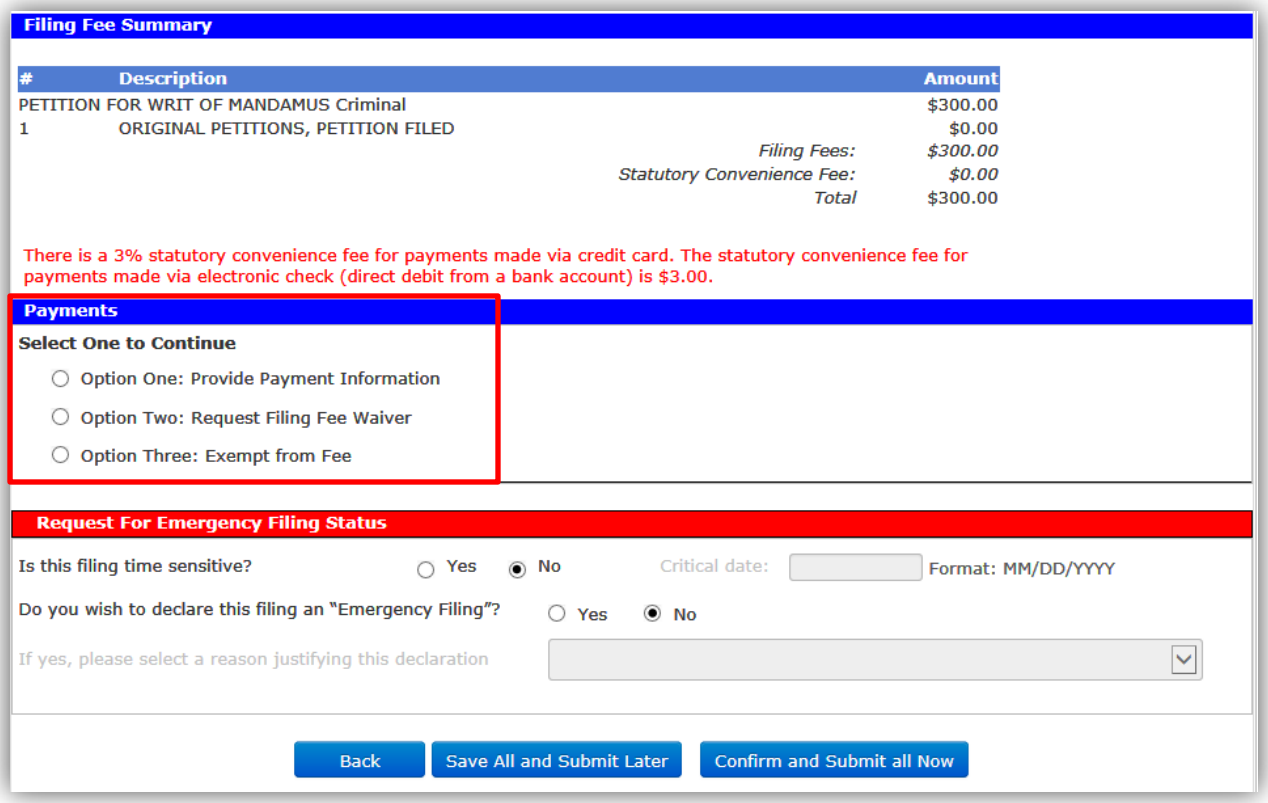

New Case
Help
Type: Trial
Case #: New Case
Case Title:
County: Pinellas
Division: County Civil
Type: Small Claims Up To $5,000 / Small Claims Replevin $2,501 - $5,000
Total Fee: $309.00
Status:
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
The page at https://test.myflcourtaccess.com says:
Please review the following error(s) and correct them. The focus will be set to first error in the list:
Answer to 'Notice of Confidential Information Within Court Filing as per Rule 2.420' is required.
OK

Review and Submit – Appellate Court

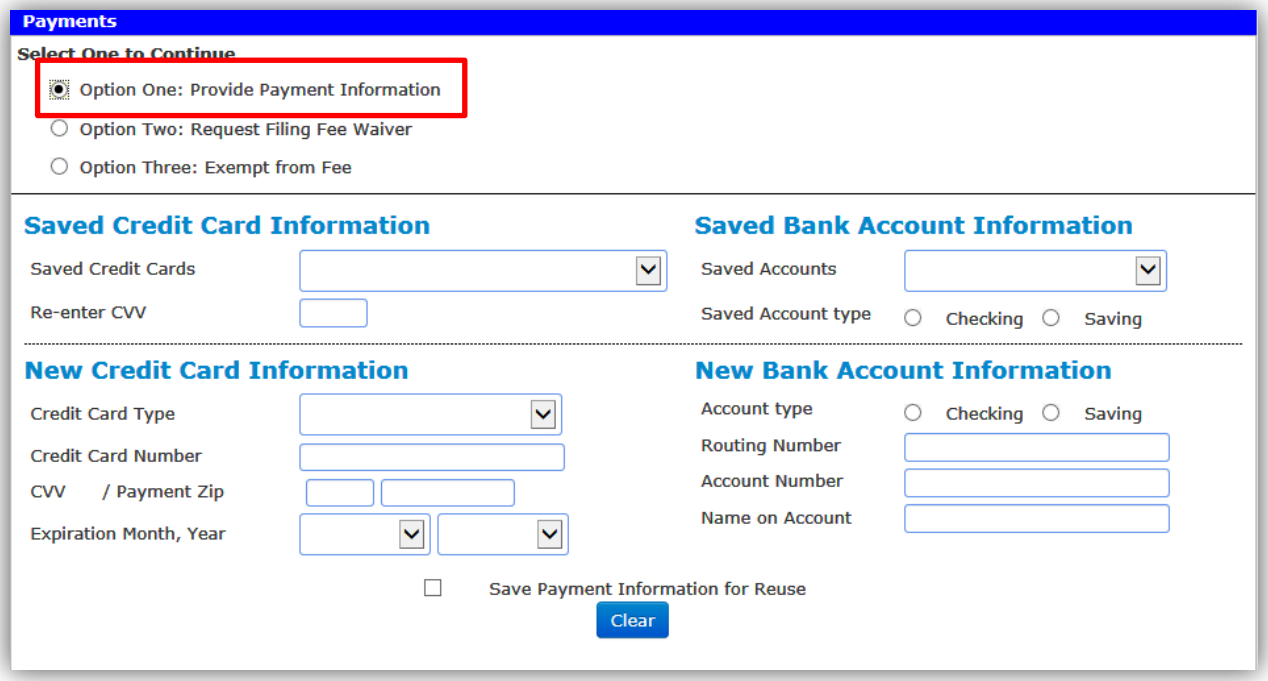
Review and Submit all information carefully, clicking **Submit** is FINAL. If there are any edits or changes that need to be made, filer must click **Revise** to go back to the page and make any corrections necessary.


District Court of Appeal, 2nd District
E-Filing Portal
My Cases
My Filings
Sign Out
Existing Case
New Case
Case Number Pending
Appellate Workbench
E-Filing Map
My Account
Filing Options
A2J Interviews
Welcome - Carolyn M Weber
Last signed in on - 04/08/2014 03:48:22 PM
Case Information
Case Parties
Documents
Service List
Review and Submit
The information displayed below summarizes information you have provided for this filing. Please verify and select your next action.
Case Filing Path Summary
Revise
Description Data
1 Reviewing Tribunal Second District Court of Appeal
2 Filing Type Initial Filing
3 Case Type FOR WRIT OF MANDAMUS
4 Case Category Criminal
5 Case Nature NOT APPLICABLE
6 Proceeding PETITION
Case Parties Summary
Revise
Type Name & Contact Information Attorney
1 Florida Attorney Carolyn M Weber 365 Bahia Court Longwood FL 32750
2 Petitioner MARTHA WASHINGTON 123 LIBERTY LANE FL 32301 Carolyn M Weber 365 Bahia Court Longwood FL 32750 Bar # 913073 FL
3 Respondent STATE OF FLORIDA 150 Duval Street FL 32301
Uploaded Documents Summary
Revise
Document File
1 ORIGINAL PETITIONS, PETITION FILED Complaint.pdf

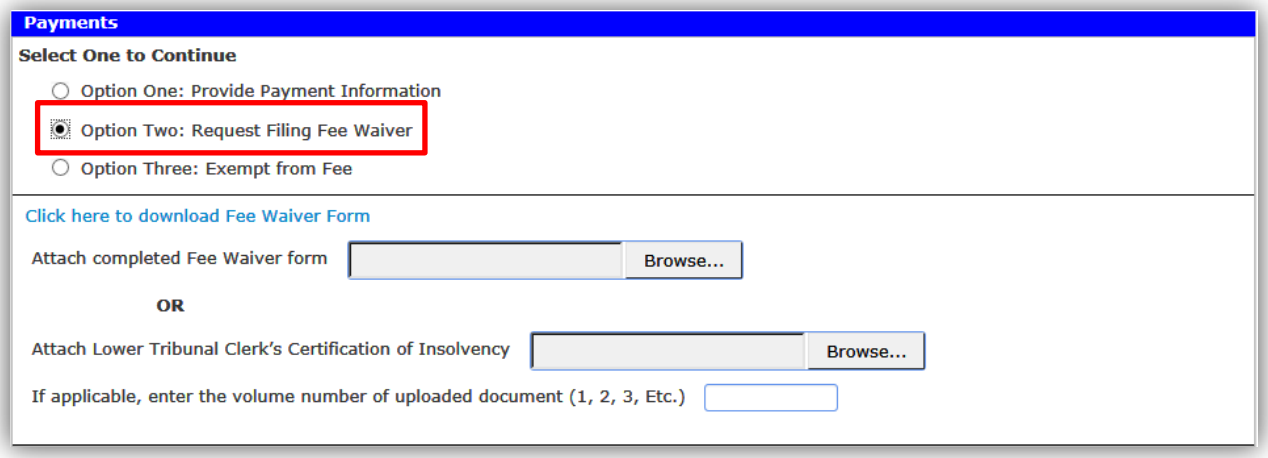
Since there is a statutory fee due, the filer must select a payment method. Select one of the Options and provide the payment information.


Filing Fee Summary
Description Amount
PETITION FOR WRIT OF MANDAMUS Criminal $300.00
1 ORIGINAL PETITIONS, PETITION FILED $0.00
Filing Fees: $300.00
Statutory Convenience Fee: $0.00
Total $300.00
There is a 3% statutory convenience fee for payments made via credit card. The statutory convenience fee for payments made via electronic check (direct debit from a bank account) is $3.00.
Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
Request For Emergency Filing Status
Is this filing time sensitive? Yes No Critical date: Format: MM/DD/YYYY
Do you wish to declare this filing an "Emergency Filing"? Yes No
If yes, please select a reason justifying this declaration
Back
Save All and Submit Later
Confirm and Submit all Now

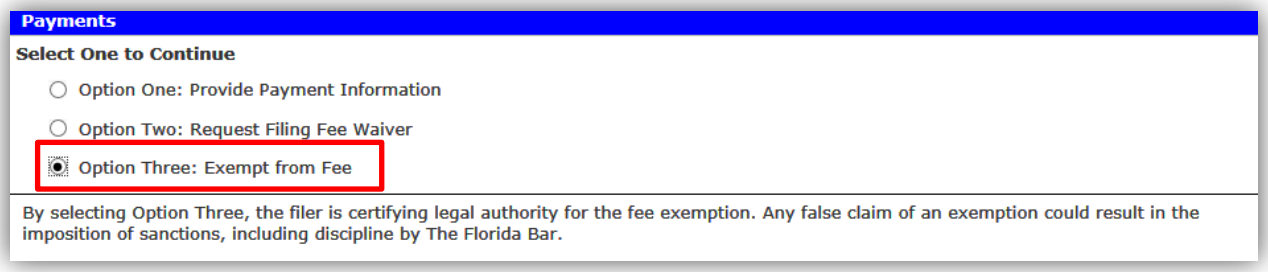
Option One: Provide Payment Information



Option Two: Request Filing Fee Waiver


Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
Click here to download Fee Waiver Form
Attach completed Fee Waiver form
Browse...
OR
Attach Lower Tribunal Clerk's Certification of Insolvency
Browse...
If applicable, enter the volume number of uploaded document (1, 2, 3, Etc.)

Option Three: Exempt from Fee


Payments
Select One to Continue
Option One: Provide Payment Information
Option Two: Request Filing Fee Waiver
Option Three: Exempt from Fee
By selecting Option Three, the filer is certifying legal authority for the fee exemption. Any false claim of an exemption could result in the imposition of sanctions, including discipline by The Florida Bar.

Once you have submitted your Payment Method, **Request for Emergency Filing Status** is available if necessary. Then **Save All and Submit Later** which places this submission on the Appellate Workbench for submission at a later time or **Confirm and Submit all Now** to file your new case immediately.

The filing is not submitted if required data is not entered. After the filing has been submitted, the filer will be at the Filing Received Confirmation page.

Filing Received Confirmation
Help
2 documents are successfully submitted for filing to Trial Court for Pinellas County, Florida County Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 199414
Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.
You may want to print this page for your records. Print
Recent Filings
Refresh
Filing/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks
199414 | VS Billy Joel et al. | NEW CASE | Received | Pinellas | 10/15/2014 02:17:09 PM
199384 | JONES, TYRONEvs.CITY OF ORLANDO | 2014-CA-000012-O | Pending Filing | Orange | 10/15/2014 08:19:46 AM
1 - 2 of 2 items

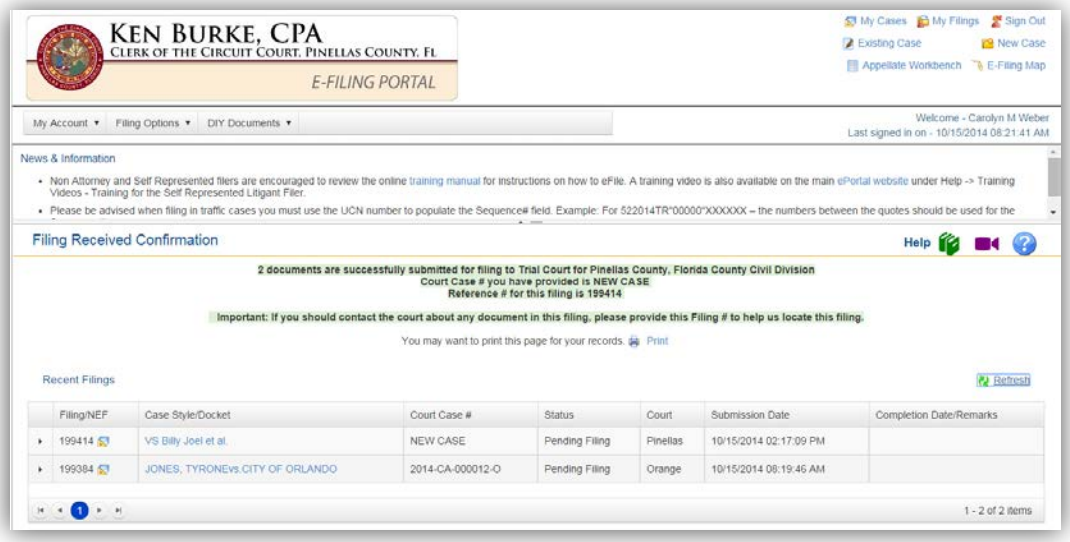
Click **Refresh** to watch the Status of your submission change to Pending Filing.

KEN BURKE, CPA
CLERK OF THE CIRCUIT COURT, PINELLAS COUNTY, FL
E-FILING PORTAL
My Cases
My Filings
Sign Out
Existing Case
New Case
Appellate Workbench
E-Filing Map
My Account
Filing Options
DIY Documents
Welcome - Carolyn M Weber
Last signed in on - 10/15/2014 08:21:41 AM
News & Information
Non Attorney and Self Represented filers are encouraged to review the online training manual for instructions on how to eFile. A training video is also available on the main ePortal website under Help -> Training Videos - Training for the Self Represented Litigant Filer.
Please be advised when filing in traffic cases you must use the UCN number to populate the Sequence# field. Example: For 522014TR"00000"XXXXXX – the numbers between the quotes should be used for the
Filing Received Confirmation
Help
2 documents are successfully submitted for filing to Trial Court for Pinellas County, Florida County Civil Division
Court Case # you have provided is NEW CASE
Reference # for this filing is 199414
Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.
You may want to print this page for your records. Print
Recent Filings
Refresh
Filing/NEF | Case Style/Docket | Court Case # | Status | Court | Submission Date | Completion Date/Remarks
199414 | VS Billy Joel et al. | NEW CASE | Pending Filing | Pinellas | 10/15/2014 02:17:09 PM
199384 | JONES, TYRONEvs.CITY OF ORLANDO | 2014-CA-000012-O | Pending Filing | Orange | 10/15/2014 08:19:46 AM
1 - 2 of 2 items

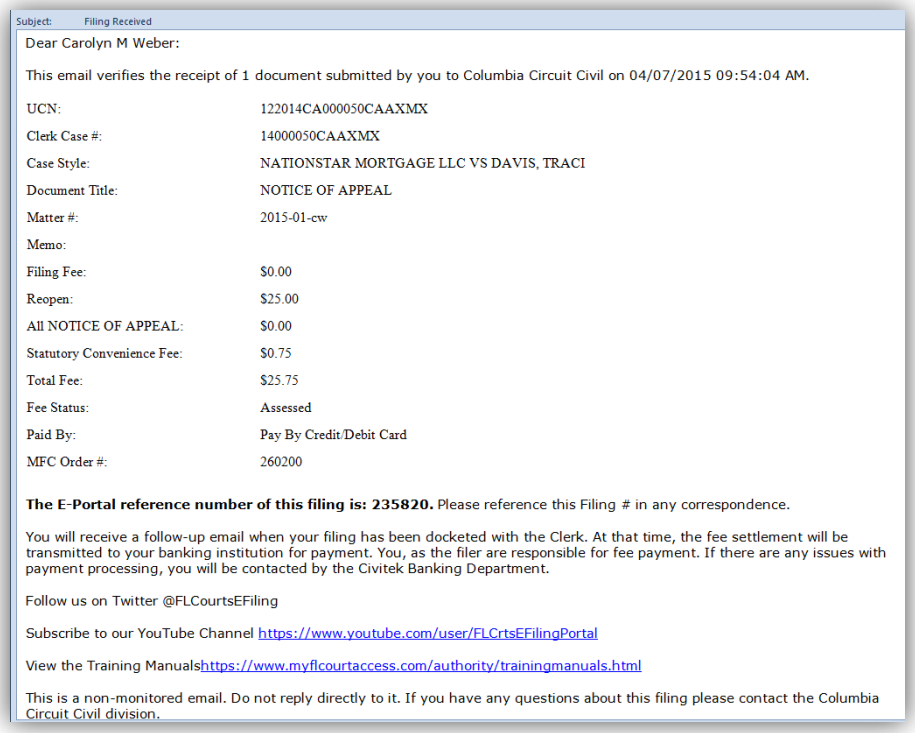
Confirmations of Filing

In total, the filer receives three (3) Confirmations during the filing process:

1. The **Filing Received Confirmation** page:
Immediately upon submitting the filing the filer will receive a confirmation notice. This notice provides the filing reference number. This number is needed if the filer contacts the county regarding the filing prior to a case number being assigned to the filing.



2. An **Email**:
The filer receives an email regarding the filing in their email client account based on the email addresses in their profile. This email is also in the Email Log in the Portal.



Subject: Filing Received

Dear Carolyn M Weber:

This email verifies the receipt of 1 document submitted by you to Columbia Circuit Civil on 04/07/2015 09:54:04 AM.

UCN:	122014CA000050CAAXMX
Clerk Case #:	14000050CAAXMX
Case Style:	NATIONSTAR MORTGAGE LLC VS DAVIS, TRACI
Document Title:	NOTICE OF APPEAL
Matter #:	2015-01-cw
Memo:	
Filing Fee:	$0.00
Reopen:	$25.00
All NOTICE OF APPEAL:	$0.00
Statutory Convenience Fee:	$0.75
Total Fee:	$25.75
Fee Status:	Assessed
Paid By:	Pay By Credit/Debit Card
MFC Order #:	260200

The E-Portal reference number of this filing is: 235820. Please reference this Filing # in any correspondence.

You will receive a follow-up email when your filing has been docketed with the Clerk. At that time, the fee settlement will be transmitted to your banking institution for payment. You, as the filer are responsible for fee payment. If there are any issues with payment processing, you will be contacted by the Civitek Banking Department.

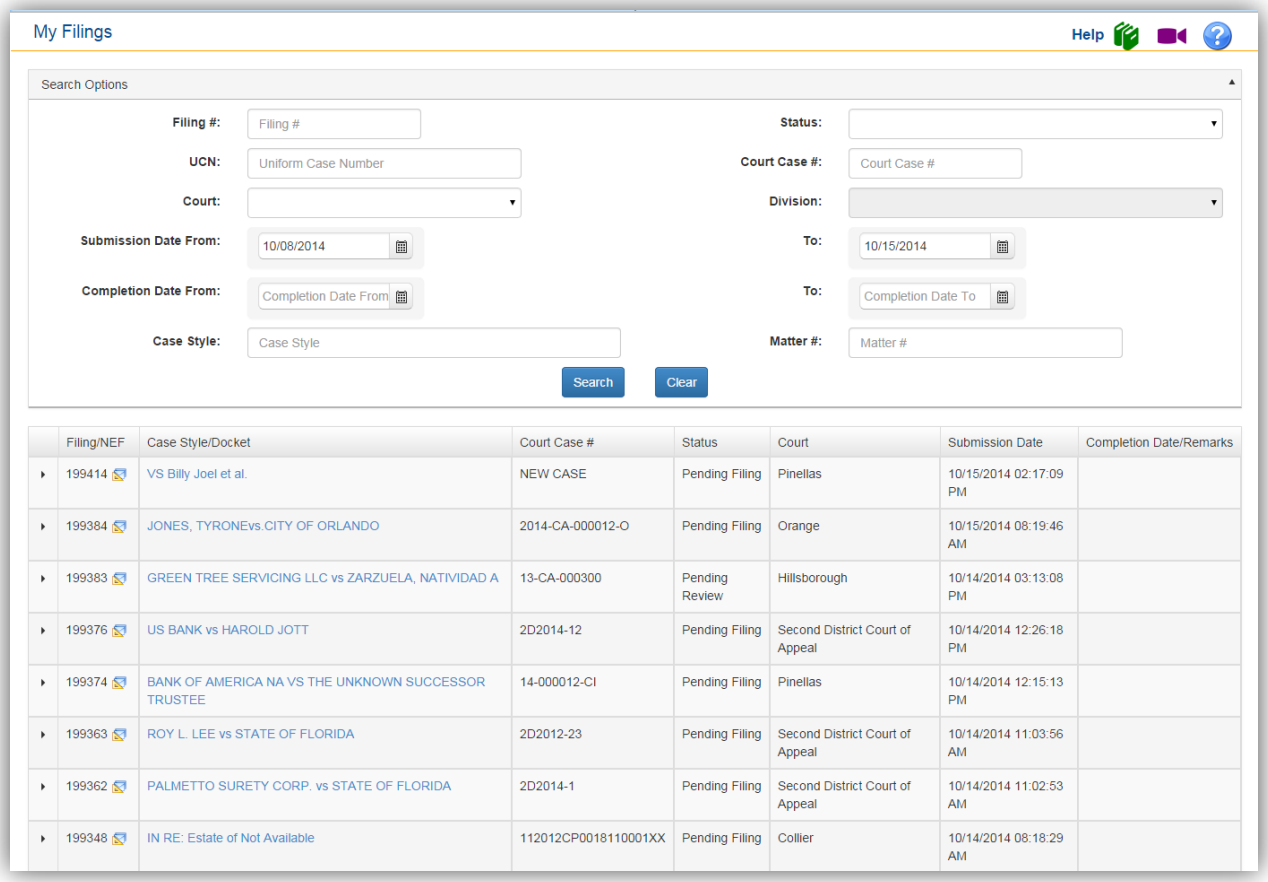
Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal

View the Training Manualshttps://www.myflcourtaccess.com/authority/trainingmanuals.html

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing please contact the Columbia Circuit Civil division.

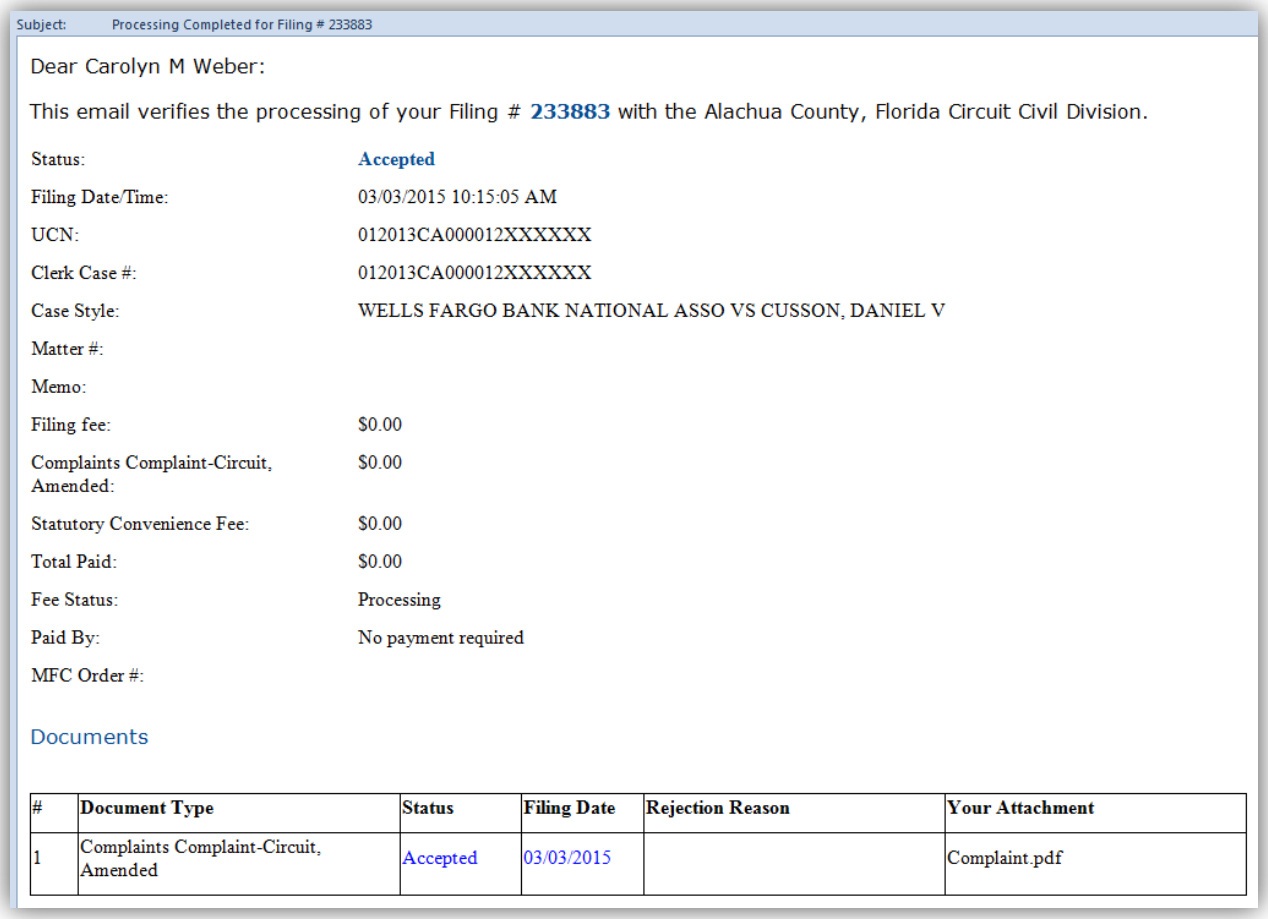
3. The document displays in **My Filings** (notice there is no **Completion Date** at this time.) When the filer returns to the My Filings listing the new filing is displayed in the list.



Filing/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
199414	VS Billy Joel et al.	NEW CASE	Pending Filing	Pinellas	10/15/2014 02:17:09 PM	
199384	JONES, TYRONEvs.CITY OF ORLANDO	2014-CA-000012-O	Pending Filing	Orange	10/15/2014 08:19:46 AM	
199383	GREEN TREE SERVICING LLC vs ZARZUELA, NATIVIDAD A	13-CA-000300	Pending Review	Hillsborough	10/14/2014 03:13:08 PM	
199376	US BANK vs HAROLD JOTT	2D2014-12	Pending Filing	Second District Court of Appeal	10/14/2014 12:26:18 PM	
199374	BANK OF AMERICA NA VS THE UNKNOWN SUCCESSOR TRUSTEE	14-000012-CI	Pending Filing	Pinellas	10/14/2014 12:15:13 PM	
199363	ROY L. LEE vs STATE OF FLORIDA	2D2012-23	Pending Filing	Second District Court of Appeal	10/14/2014 11:03:56 AM	
199362	PALMETTO SURETY CORP. vs STATE OF FLORIDA	2D2014-1	Pending Filing	Second District Court of Appeal	10/14/2014 11:02:53 AM	
199348	IN RE: Estate of Not Available	112012CP0018110001XX	Pending Filing	Collier	10/14/2014 08:18:29 AM	

Clerk Review

After the Clerk completes the review of the filing, the user receives another email verifying that the filing was processed successfully.



Subject: Processing Completed for Filing # 233883

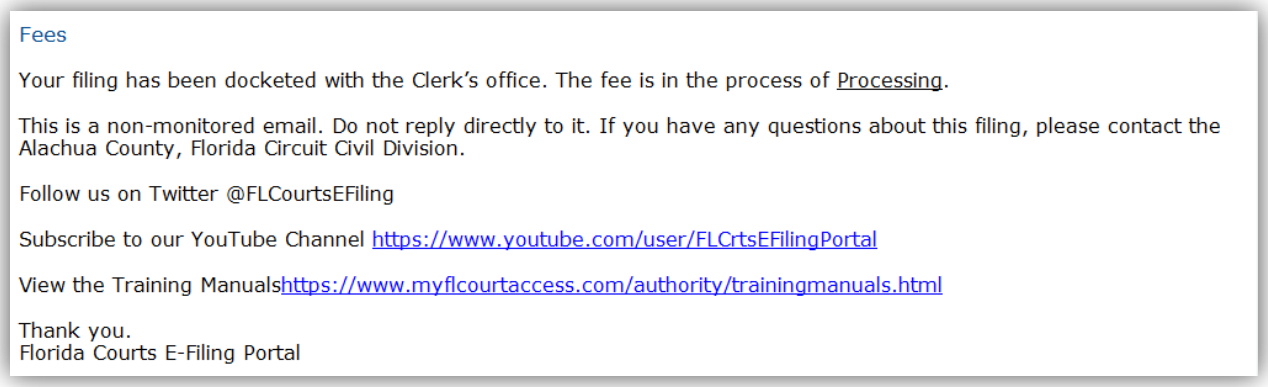
Dear Carolyn M Weber:

This email verifies the processing of your Filing # **233883** with the Alachua County, Florida Circuit Civil Division.

Status:	**Accepted**
Filing Date/Time:	03/03/2015 10:15:05 AM
UCN:	012013CA000012XXXXXX
Clerk Case #:	012013CA000012XXXXXX
Case Style:	WELLS FARGO BANK NATIONAL ASSO VS CUSSON, DANIEL V
Matter #:	
Memo:	
Filing fee:	$0.00
Complaints Complaint-Circuit, Amended:	$0.00
Statutory Convenience Fee:	$0.00
Total Paid:	$0.00
Fee Status:	Processing
Paid By:	No payment required
MFC Order #:	

Documents

#	Document Type	Status	Filing Date	Rejection Reason	Your Attachment
1	Complaints Complaint-Circuit, Amended	Accepted	03/03/2015		Complaint.pdf



Fees

Your filing has been docketed with the Clerk's office. The fee is in the process of Processing.

This is a non-monitored email. Do not reply directly to it. If you have any questions about this filing, please contact the Alachua County, Florida Circuit Civil Division.

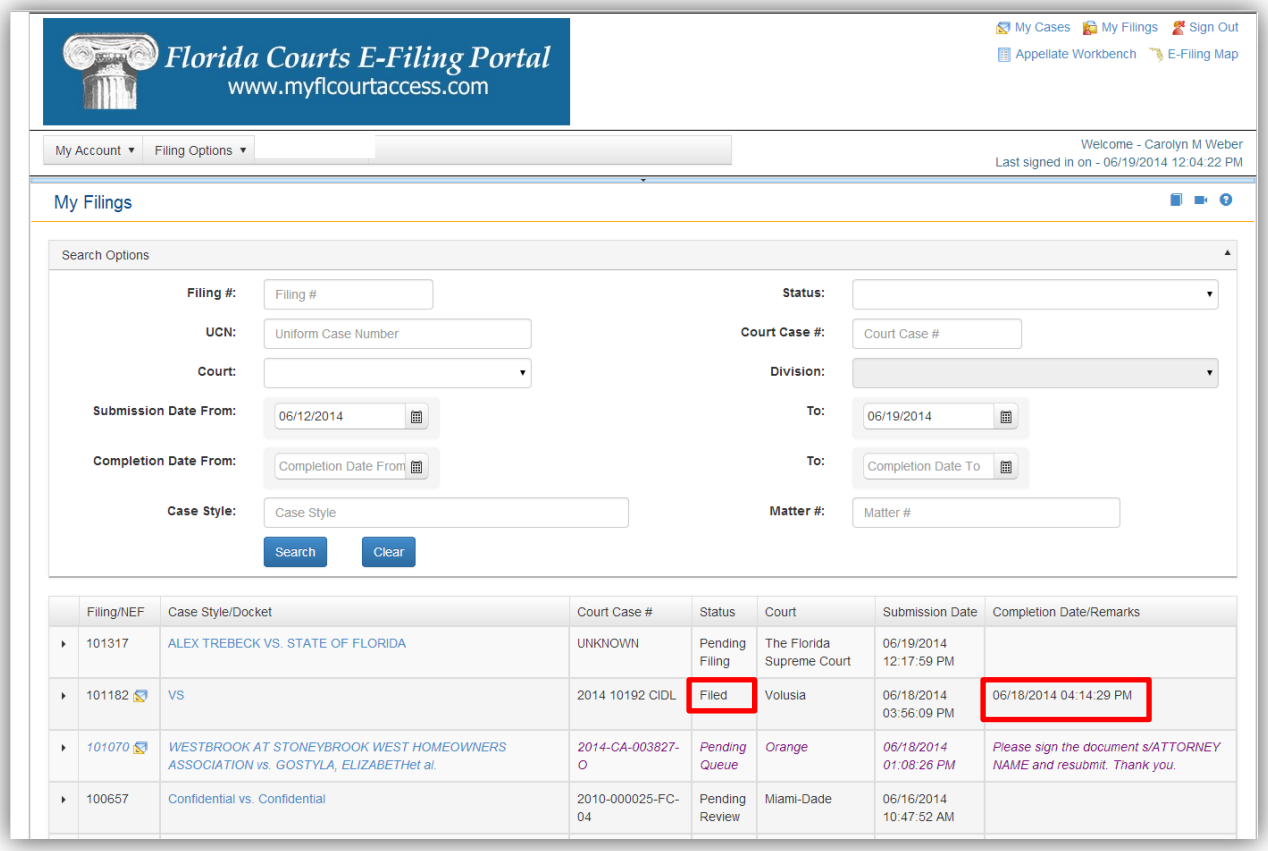
Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal

View the Training Manualshttps://www.myflcourtaccess.com/authority/trainingmanuals.html

Thank you.
Florida Courts E-Filing Portal

The document now appears in **My Filings** with the **Completion Date** displayed.

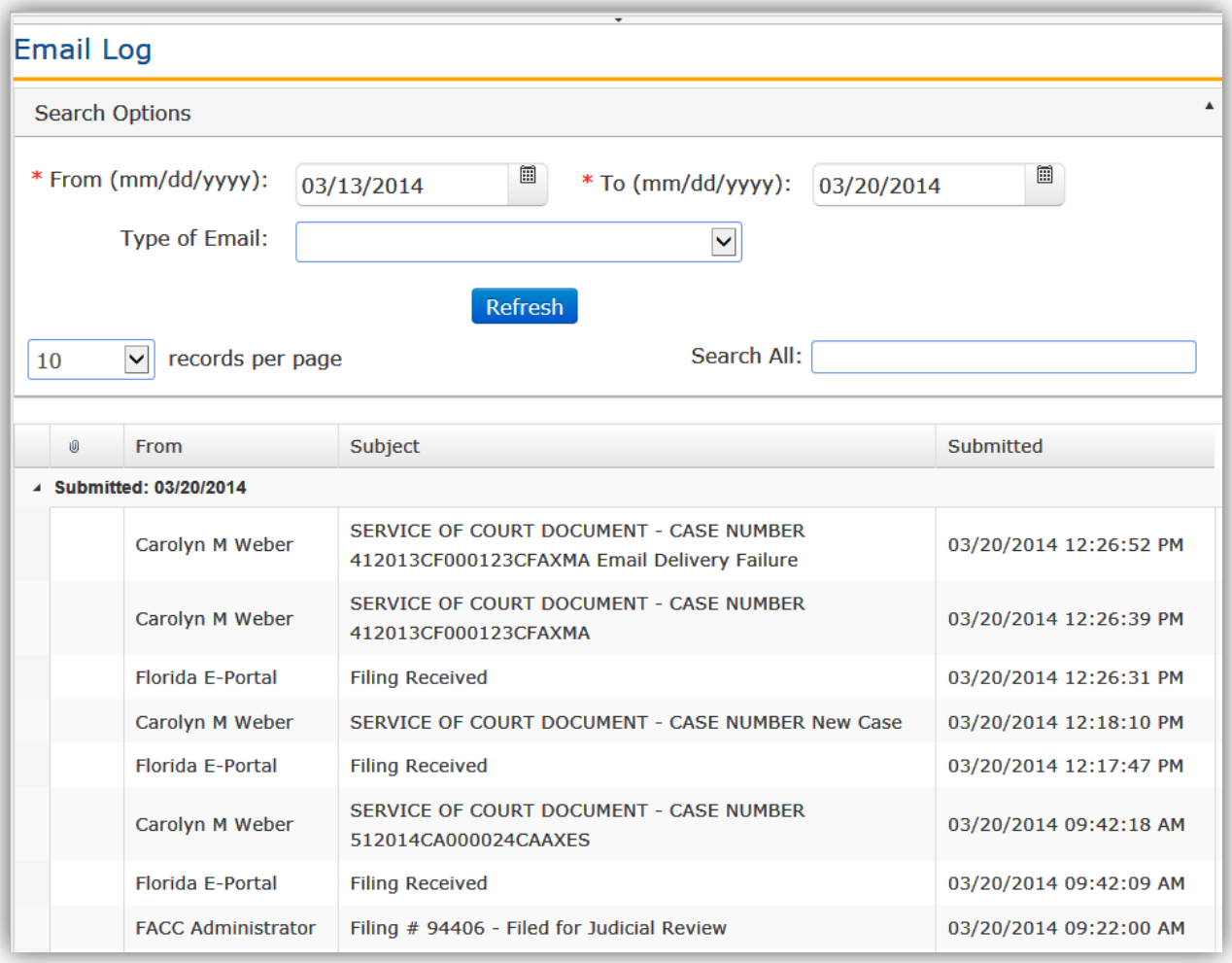

Florida Courts E-Filing Portal
www.myflcourtaccess.com
My Cases
My Filings
Sign Out
Appellate Workbench
E-Filing Map
My Account
Filing Options
Welcome - Carolyn M Weber
Last signed in on - 06/19/2014 12:04:22 PM
My Filings
Search Options
Filing #:
Filing #
Status:
UCN:
Uniform Case Number
Court Case #:
Court Case #
Court:
Division:
Submission Date From:
06/12/2014
To:
06/19/2014
Completion Date From:
Completion Date From
To:
Completion Date To
Case Style:
Case Style
Matter #:
Matter #
Search
Clear
Filing/NEF
Case Style/Docket
Court Case #
Status
Court
Submission Date
Completion Date/Remarks
101317
ALEX TREBECK VS. STATE OF FLORIDA
UNKNOWN
Pending Filing
The Florida Supreme Court
06/19/2014 12:17:59 PM
101182
VS
2014 10192 CIDL
Filed
Volusia
06/18/2014 03:56:09 PM
06/18/2014 04:14:29 PM
101070
WESTBROOK AT STONEYBROOK WEST HOMEOWNERS ASSOCIATION vs. GOSTYLA, ELIZABETHet al.
2014-CA-003827-O
Pending Queue
Orange
06/18/2014 01:08:26 PM
Please sign the document s/ATTORNEY NAME and resubmit. Thank you.
100657
Confidential vs. Confidential
2010-000025-FC-04
Pending Review
Miami-Dade
06/16/2014 10:47:52 AM

Notifications

The **Email Log** stores a record of all the filer's emails sorted in date order. This functionality allows filers to be able to view all their emails generated by the portal without requiring the filer to access an email client.

Notifications sent by Portal include:

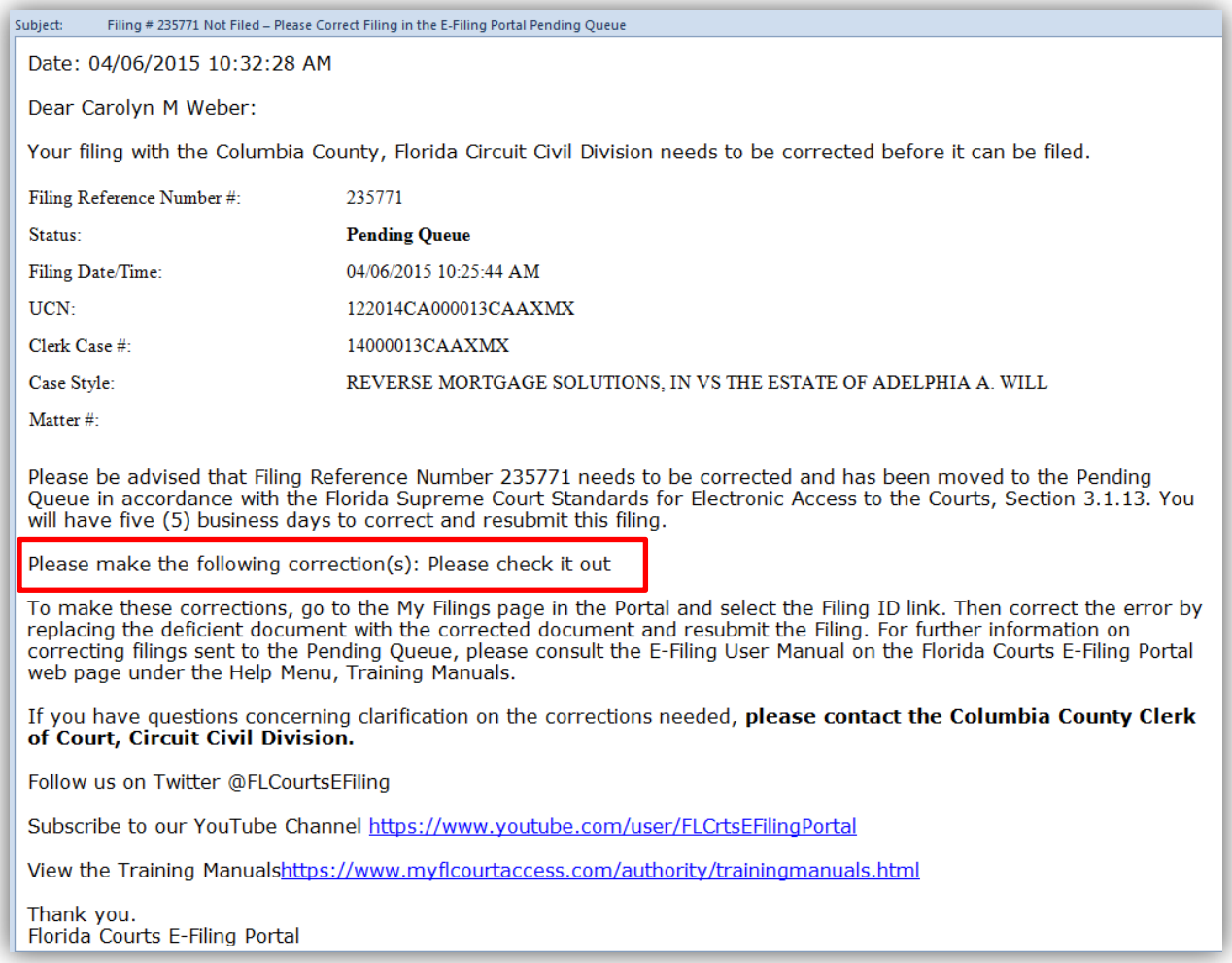
- Initial notification of registration
- Notification to Activate your account
- Notification of password change
- Notification of document moved to pending queue
- Notification of processed filing
- Notification of Moved to Judicial Review
- Notification that you have been added to an E-Service List



Note: If a filer deletes an email from their email client, the email still remains in this Email Log for 90 days but the PDF document filed is not available in the Email Log.

Working Filings in the Pending Queue

When filings require correction by the filer, they are moved to the Pending Queue by the Clerk's office. Remarks will be shown in **My Filings** and the filer is notified of the specific issue by email notification as well.
Email received:



Subject: Filing # 235771 Not Filed – Please Correct Filing in the E-Filing Portal Pending Queue

Date: 04/06/2015 10:32:28 AM

Dear Carolyn M Weber:

Your filing with the Columbia County, Florida Circuit Civil Division needs to be corrected before it can be filed.

Filing Reference Number #:	235771
Status:	**Pending Queue**
Filing Date/Time:	04/06/2015 10:25:44 AM
UCN:	122014CA000013CAAXMX
Clerk Case #:	14000013CAAXMX
Case Style:	REVERSE MORTGAGE SOLUTIONS, IN VS THE ESTATE OF ADELPHIA A. WILL
Matter #:	

Please be advised that Filing Reference Number 235771 needs to be corrected and has been moved to the Pending Queue in accordance with the Florida Supreme Court Standards for Electronic Access to the Courts, Section 3.1.13. You will have five (5) business days to correct and resubmit this filing.

Please make the following correction(s): Please check it out

To make these corrections, go to the My Filings page in the Portal and select the Filing ID link. Then correct the error by replacing the deficient document with the corrected document and resubmit the Filing. For further information on correcting filings sent to the Pending Queue, please consult the E-Filing User Manual on the Florida Courts E-Filing Portal web page under the Help Menu, Training Manuals.

If you have questions concerning clarification on the corrections needed, **please contact the Columbia County Clerk of Court, Circuit Civil Division.**

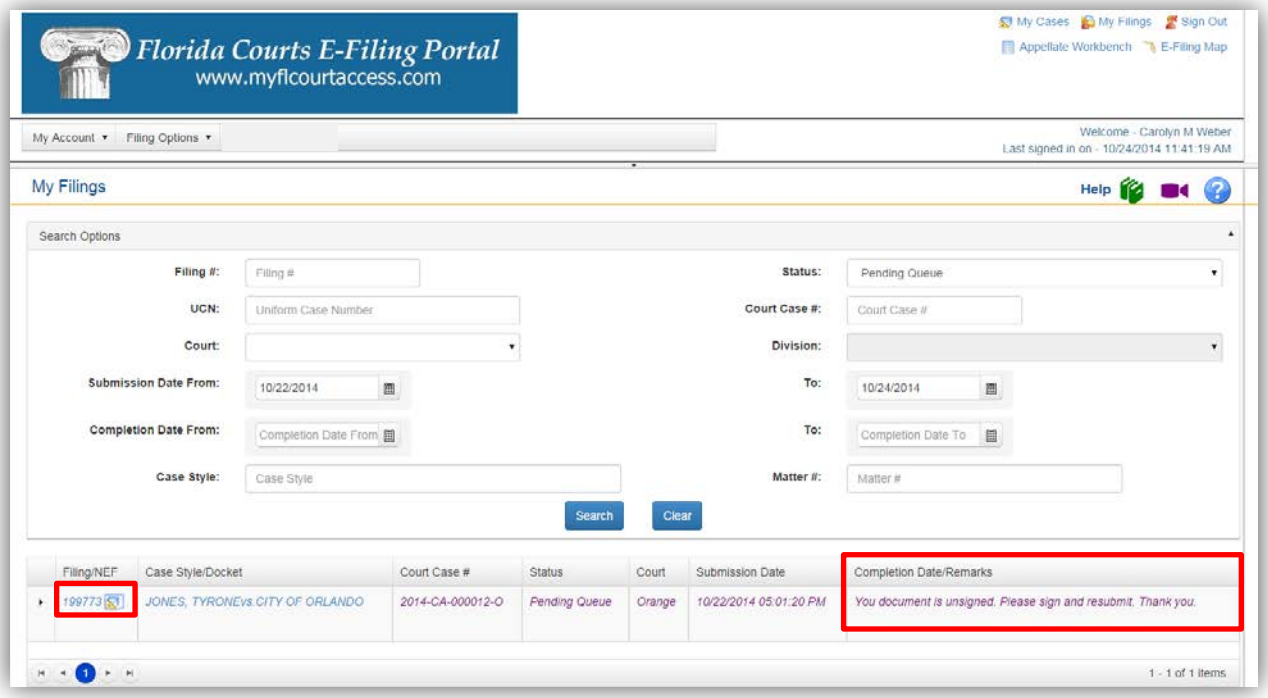
Follow us on Twitter @FLCourtsEFiling

Subscribe to our YouTube Channel https://www.youtube.com/user/FLCrtsEFilingPortal

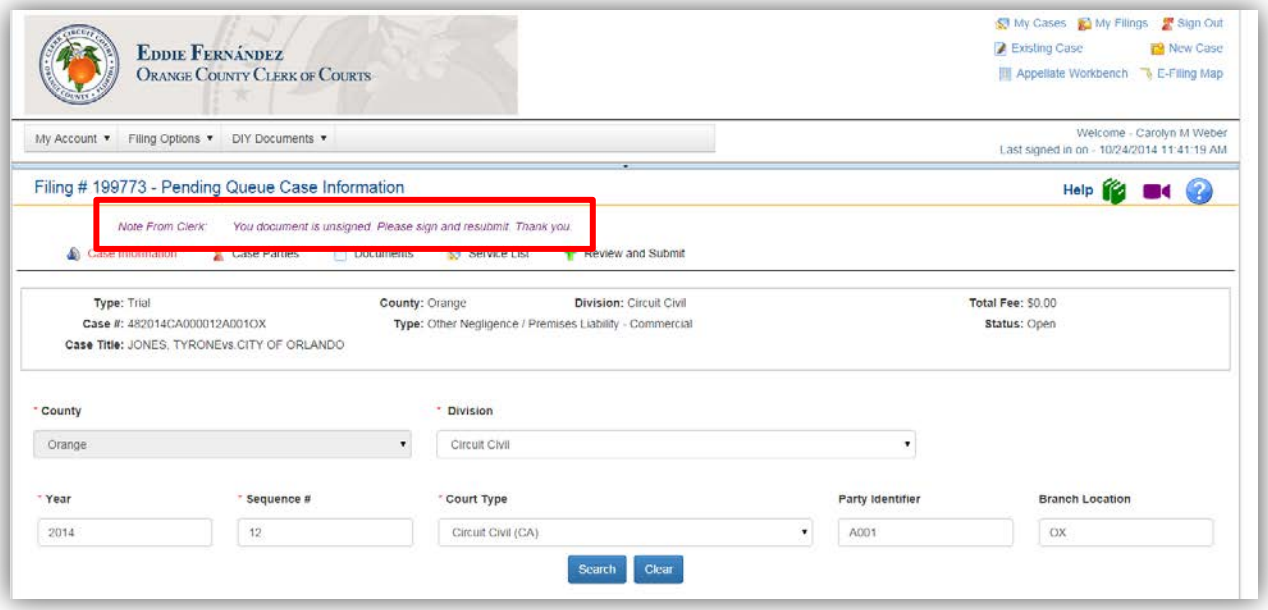
View the Training Manualshttps://www.myflcourtaccess.com/authority/trainingmanuals.html

Thank you.
Florida Courts E-Filing Portal

The reason why the submission was returned to the Pending Queue will also be displayed on the **My Filings** page under the Completion Date/Remarks column. A submission can be returned to the Pending Queue for a variety of reasons: document is corrupt, document is unsigned, wrong case number was selected, for case initiation wrong case type was selected, etc. The Clerk will explain the problem so that you are aware of what needs to be corrected so that you can make those changes and resubmit the document.



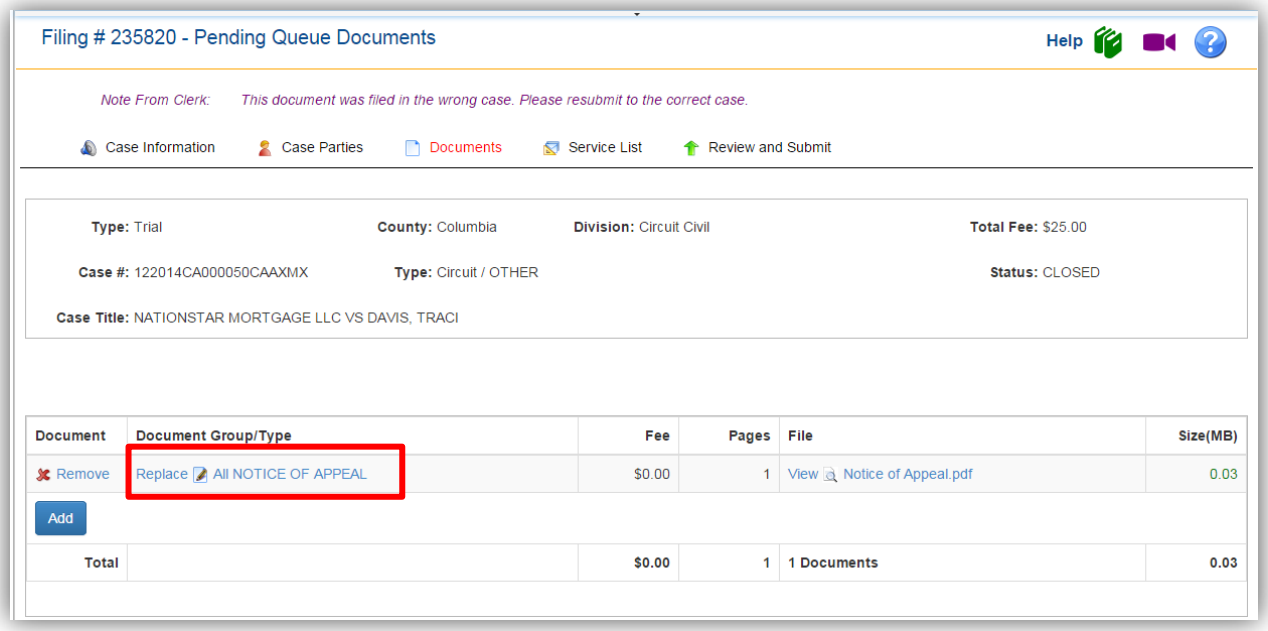
The filer will see the Filing # is hyperlinked. Click the link to open the filing and make corrections. All filings sent to the Pending Queue for correction must be corrected by the filer and resubmitted to the Clerk's office within five (5) business days as specified in AO-09-30. The **Note From Clerk** is also displayed advising of the document deficiency.



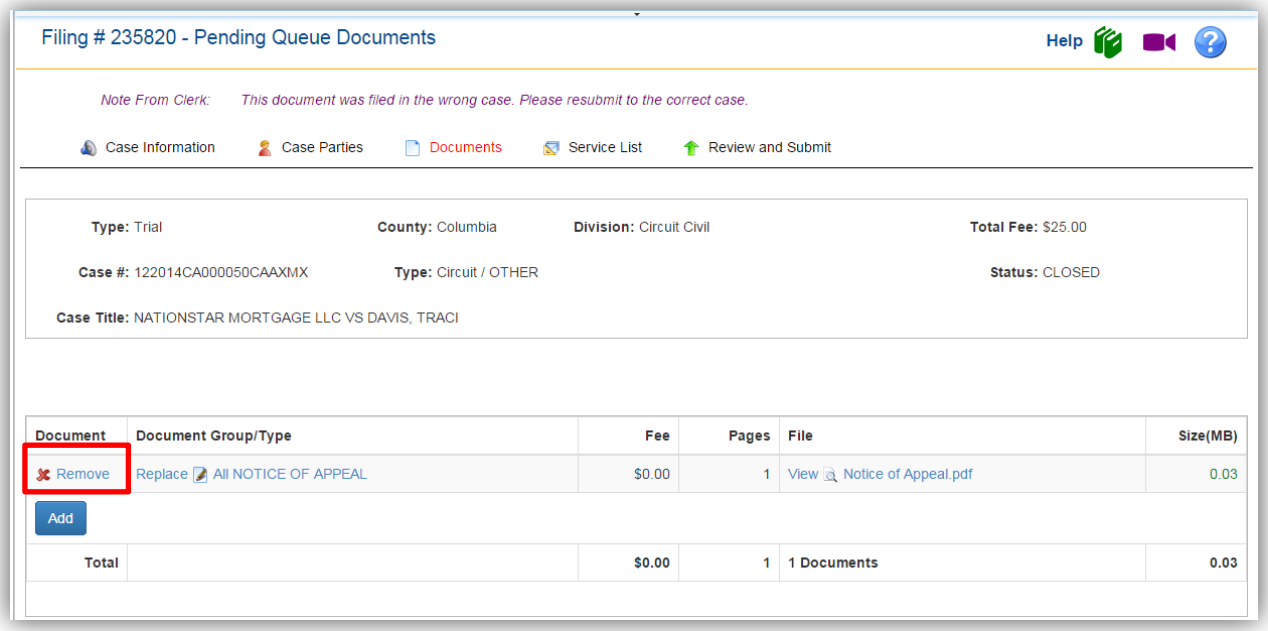
Portal Time Stamp

If there is an issue with the document and you ***remove*** or ***add*** documents to the filing, you will receive a new file stamp date and time for the filing.

If you replace the document, the official file stamp date and time will **remain the same as when originally filed**.

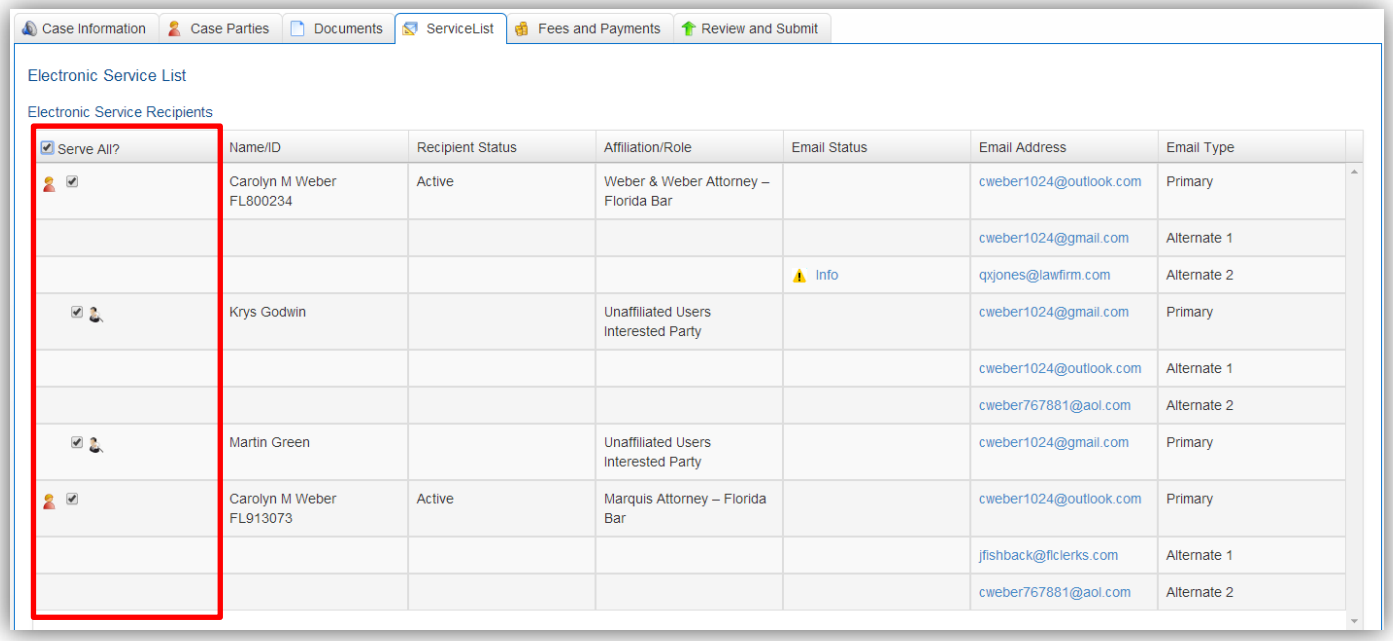


If you remove the document and add a new document, the official file stamp date and time will be the **current date**.



E-service Page

Next you come to the E-service Page. Any attorney that has electronically filed at least one document to the case is automatically added to the E-service Recipient List. To provide service of the documents you are filing, select the names from the E-service List. If you do not wish to serve a person listed in the Electronic Service Recipient list, do not check that name. To select the entire list, place a check in the box next to 'Serve All?' in the column header.

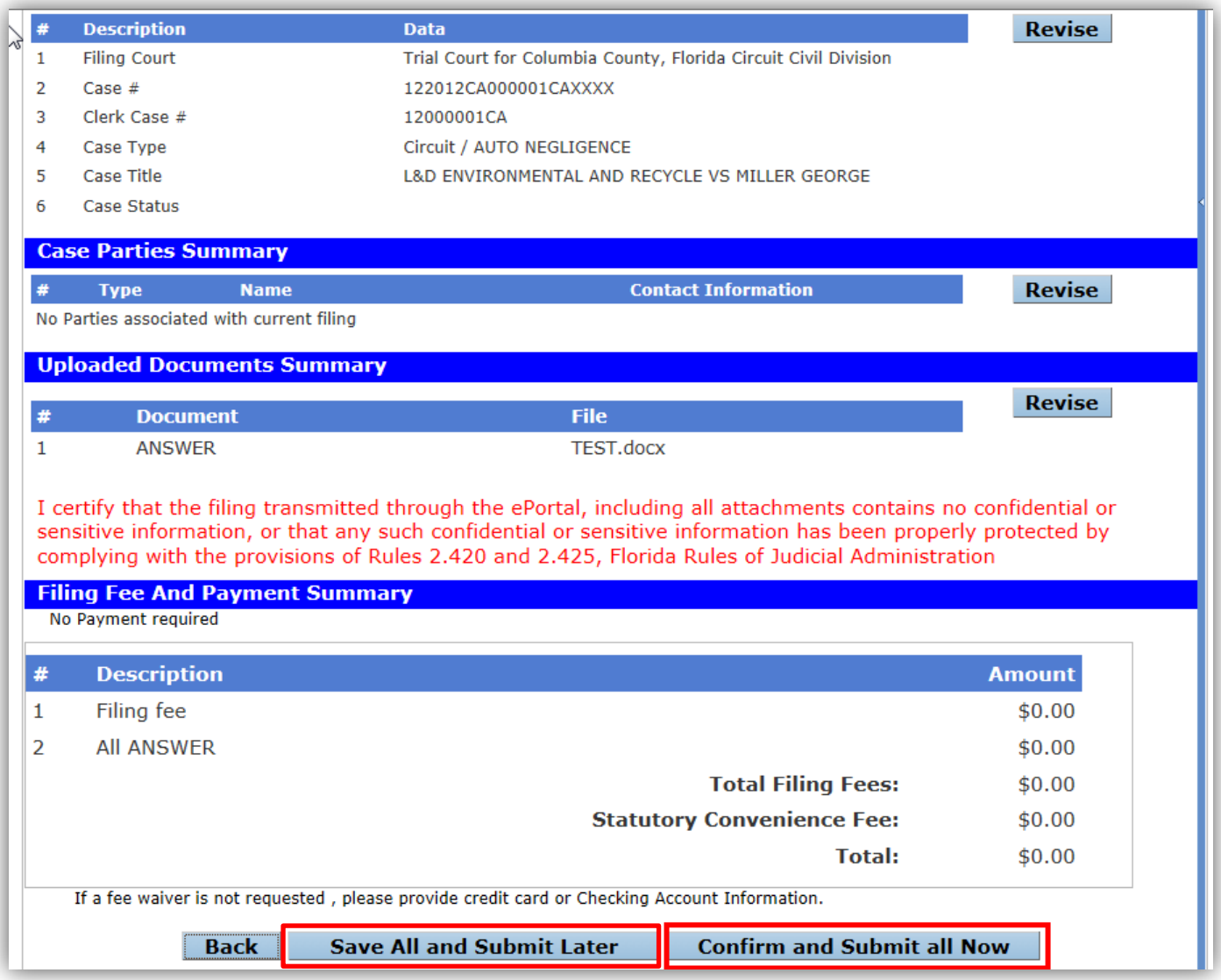


Review and Submit

After the Service List page you will come to the **Review and Submit** page. If your filing is a new case you will have to resubmit your payment. Your first payment will not be charged to your account. The prior authorization will be removed when it is returned to the Pending Queue.

After the document has been updated and is ready for resubmission, check your filing on the review and submit page. To make any corrections, click on the **Revise** button which will take you to the corresponding page where you can make the necessary corrections.

You may save your work on your corrected filing by selecting **Select All and Submit Later**. When you are ready to submit, go to your My Filings page and select the filing id. The status will remain 'Pending Queue' until it is resubmitted or the Clerk moves it to the Filed for Judicial Review category.


Revise
Case Parties Summary
Revise
No Parties associated with current filing
Uploaded Documents Summary
Revise
I certify that the filing transmitted through the ePortal, including all attachments contains no confidential or sensitive information, or that any such confidential or sensitive information has been properly protected by complying with the provisions of Rules 2.420 and 2.425, Florida Rules of Judicial Administration
Filing Fee And Payment Summary
No Payment required
If a fee waiver is not requested , please provide credit card or Checking Account Information.
Back
Save All and Submit Later
Confirm and Submit all Now

#	Description	Data
1	Filing Court	Trial Court for Columbia County, Florida Circuit Civil Division
2	Case #	122012CA000001CAXXXX
3	Clerk Case #	12000001CA
4	Case Type	Circuit / AUTO NEGLIGENCE
5	Case Title	L&D ENVIRONMENTAL AND RECYCLE VS MILLER GEORGE
6	Case Status	

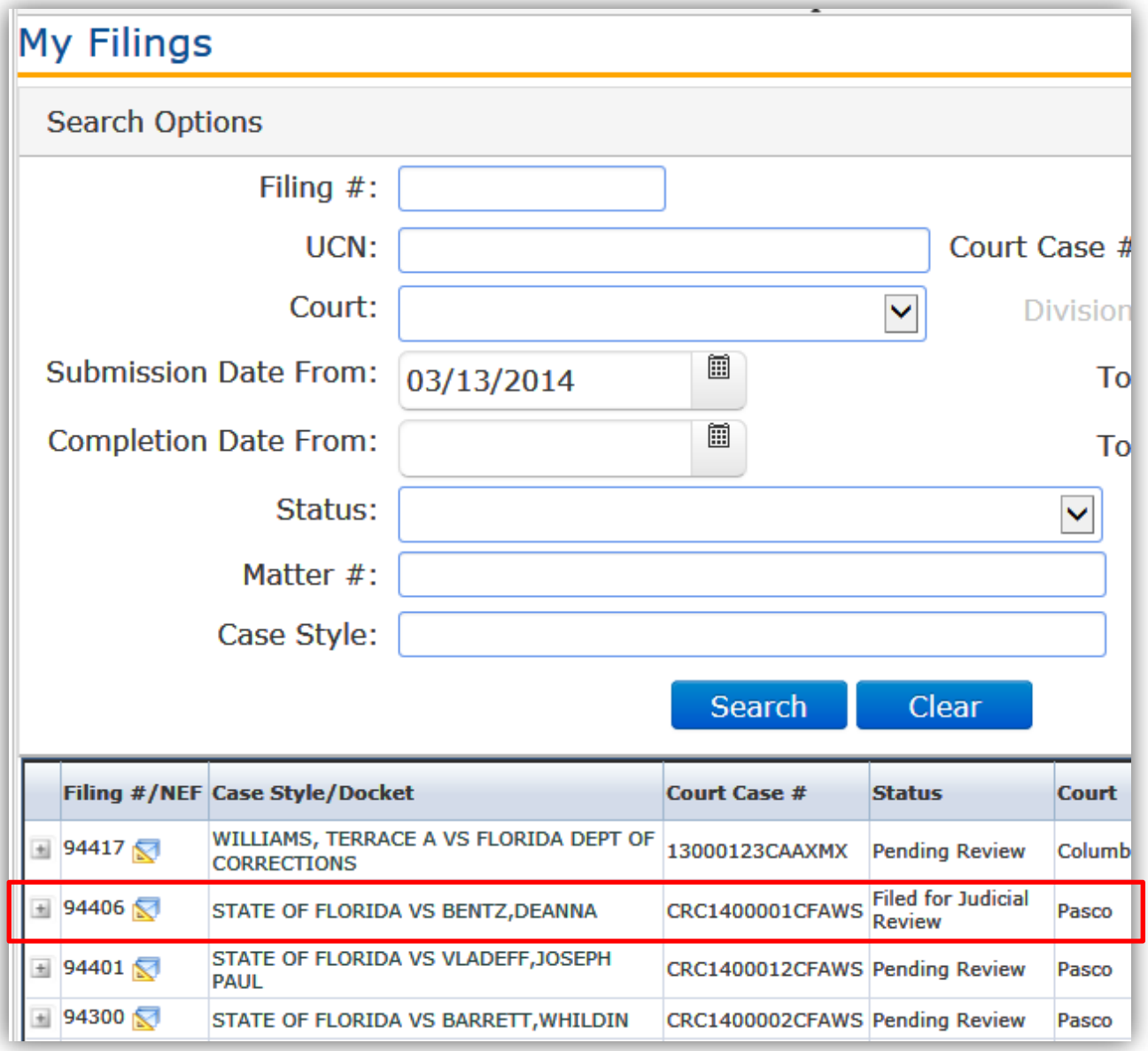
#	Type	Name	Contact Information

#	Document	File
1	ANSWER	TEST.docx

#	Description	Amount
1	Filing fee	$0.00
2	All ANSWER	$0.00
	Total Filing Fees:	$0.00
	Statutory Convenience Fee:	$0.00
	Total:	$0.00

Filed For Judicial Review

If a document that has been moved to Pending Queue has not been corrected within five (5) business days, the county has the ability to move the filing to Judicial Review. Once a document has been moved to Judicial Review, no updates/corrections can be made to that submission on the Portal by the filer.

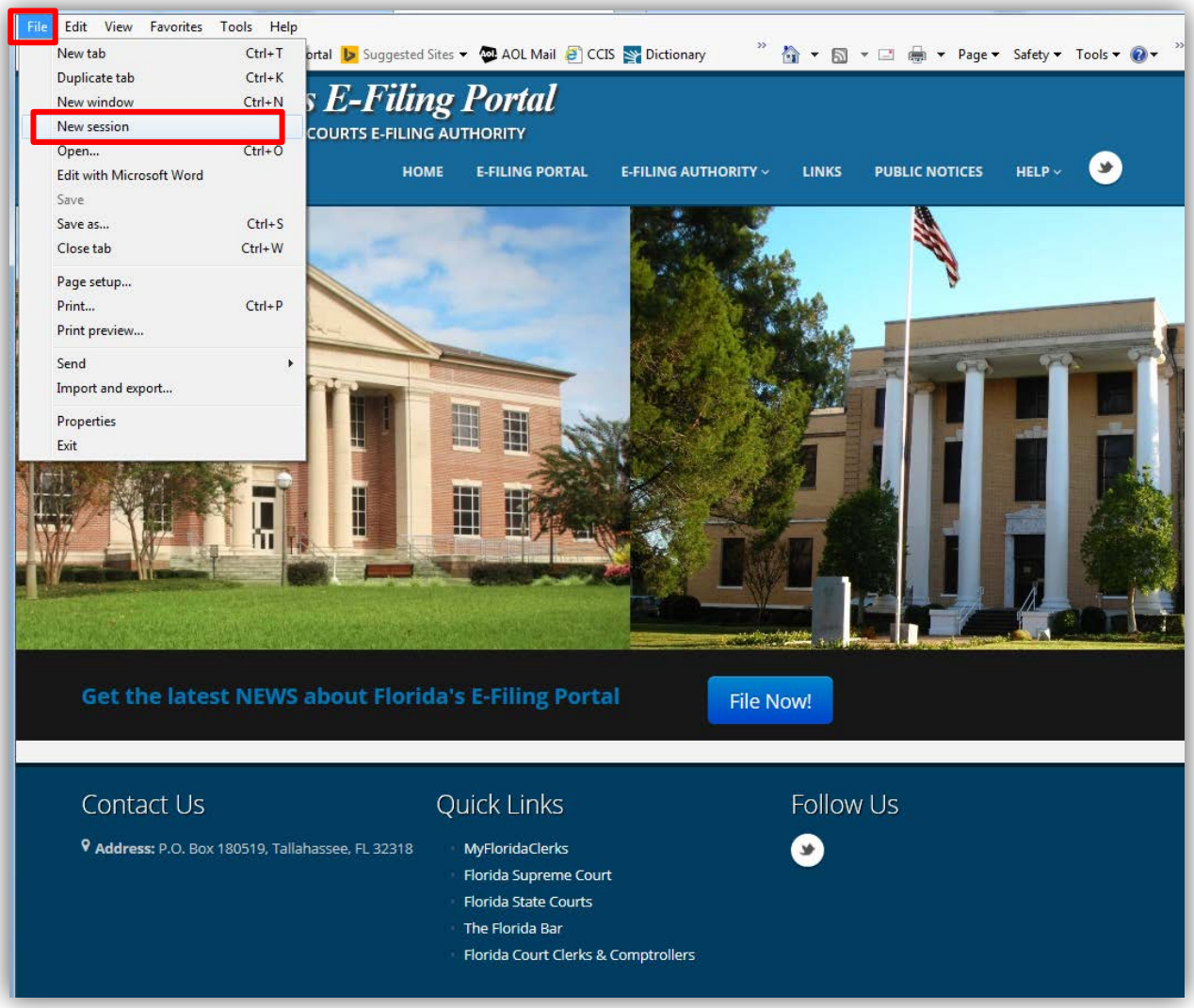


Open Multiple Portal Sessions

When opening multiple sessions of the Portal **do not** open them in tabs in the same Internet Browser session. Instead open a new Internet Browser Session.

In the open browser window

- Click on File
- Click on New Session



Documents Filed Through the Portal

The following guidelines as defined in Rules of Judicial Administration 2.520 should be followed in preparing documents that will be attached to Portal filings:

- Document should be legibly typewritten or printed on only one side of letter sized (8 ½ by 11 inch) paper
- Documents should have one inch margins on all sides and on all pages and pages should be numbered consecutively
- Reduction of legal-size (8 ½ by 14 inches) documents to letter size (8 ½ by 12 inches) is prohibited
- Documents shall be filed in a format capable of being electronically searched and printed
- Documents that are to be recorded in the public records of any county shall leave a 3-inch by 3-inch space at the top right-hand corner of the first page and a 1-inch by 3-inch space at the top right-hand corner on each subsequent page blank and reserved for use by the clerk of court
- At all times possible documents should be electronically signed as defined in AO09-30, Standards for Electronic Access to the Courts
- Black and white, non-color documents should be filed
- OCR scanned documents should be at a resolution of 300 DPI as defined in the State of Florida Electronic Records and Records Management Practices
- Multiple pleadings, motions, etc., should not be combined into one single file, but rather each individual document should be uploaded via the Portal document submission process
- Deviation from these guidelines may result in the submitted filing being moved to the Pending Queue by the Clerk with the filer being notified via email and requested to correct the issue(s) with the document(s) and resubmit the filing

Electronic Submission of Documents Outside the Portal

- For documents that exceed the 25MB file size limit or whose dimensions exceed the 8 ½ by 11 inch standard, electronic transmission should be accomplished using an electronic storage medium that the Clerk has the ability to accept, which may include a CD-ROM, flash drive, or similar storage medium as defined in SC11-399. Questions regarding submitting documents outside the Portal should be directed to your local Clerk's Office.

Original Documents

- Documents that must be maintained in original form shall be electronically filed through the Portal to create the case but must then be deposited with the Clerk and maintained for safekeeping as defined in SC11-399. Examples include but are not limited to wills, codicils, deeds, verified and sworn documents, original paper judgments and sentences, etc., Questions regarding original documents should be directed to your local Clerk's Office.